

***AutoVue Office
Desktop Edition
User's Manual***

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Introduction

AutoVue Office is an enterprise-wide viewing and annotating application that has been developed for the business and office desktop environments.

AutoVue Office is the perfect desktop utility for your file access and network sharing needs. You can easily display and annotate your documents without needing the authoring application. View, annotate, hyperlink and print over 150 different file formats including word processor, presentation, spreadsheet, database, graphics and more! Even archive files can be listed and viewed without the need to decompress them. It is not necessary for you to know the file type; AutoVue Office automatically identifies the type of file you are requesting it to read, including files with false extensions.

Being an enterprise-wide solution, AutoVue Office allows users across all departments within an organization to share information easily. AutoVue Office is an extremely powerful tool that can save a great deal of time and money. With AutoVue Office, the end user does not have to waste valuable time opening different applications to view multiple documents, nor does the organization have to spend money obtaining multiple applications for end users that just need to view documents. Will of all its powerful features, AutoVue Office is the ideal tool to help automate the review and approval process and to help relieve incompatibilities normally encountered with the delivery of e-mail attachments.

Marking Up Documents

AutoVue has the ability to create markups for all its readable file formats without the document's authoring application. AutoVue creates markups for different formats without modifying the original file.

You can attach comments, notes and drawings to any file you display in AutoVue. This is called marking up a file, commonly known as annotating or redlining. A **Markup** is an object or entity that you attach to a file. All Markups are saved in a separate file called a **Markup** or a **Markup file**. However, when you display a file with its Markups, the Markups appear to be part of it.

AutoVue provides a variety of flexible, user-friendly entities. To name a few, there are circles, clouds, polygons and leaders. You can also attach text to entities, insert a note for longer comments or add a symbol such as a company logo. In addition, you can create measurement markup entities and hyperlinks that link between the current file and other associated files or applications.

Starting AutoVue

- 1 From the Windows **Start** menu, select **Programs > AutoVue, Desktop Edition > AutoVue...**

or...

From the Windows **Start** menu, select **Run**.

The **Run** dialog appears.

Enter the path and filename for `panwin.exe`.

For example: **`C:\Progra~\lav\avwin\panwin.exe`**

Click **OK**.

The main AutoVue window appears.

Note After starting AutoVue, an AutoVue icon  appears in the system tray located on the far right side of the task bar. This icon is always accessible after exiting AutoVue since AutoVue continues running until you close AutoVue completely. Right-click the AutoVue icon  to access the system tray **Quick Menu**. To resume working with AutoVue, double-click the icon or right-click the icon and select **Restore AutoVue** from the Quick menu.

Exiting AutoVue

- 1 Select **File > Exit** from the AutoVue main menu.

or...

Click the Close icon  in the upper right corner of the window.

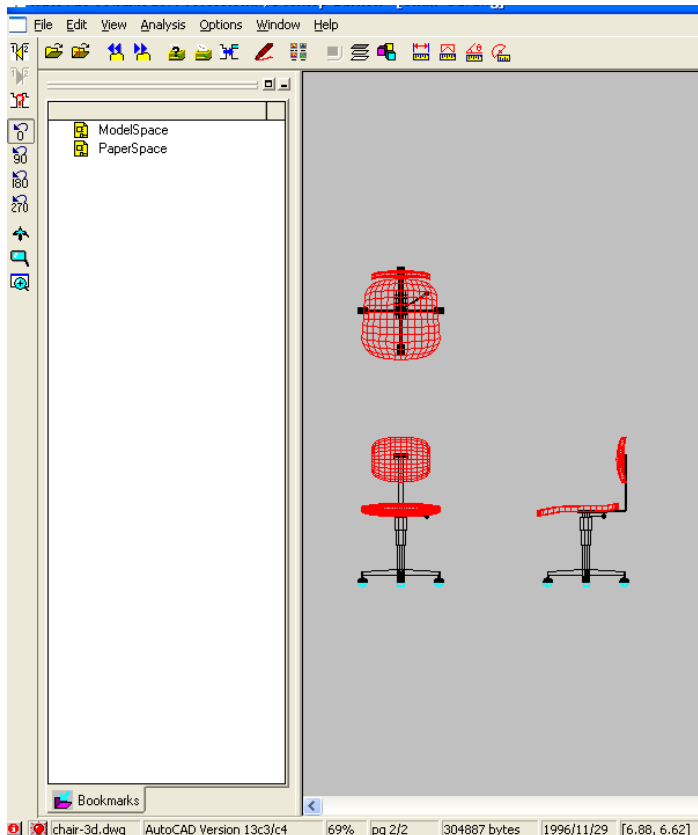
or...

From the system tray, right-click the AutoVue icon  and select **Close AutoVue** from the Quick Menu.

AutoVue closes completely and the icon disappears from the system tray.

AutoVue Basics

This section introduces you to the basics of working with AutoVue's graphical user interface.



Menu Bar

The **Menu** bar is the main access to all the menu commands. The selection of commands changes according to the tasks being accomplished by AutoVue. In addition, the **Menu** bar can be configured to include and exclude items via DDE scripting capabilities. For more information, **see the *AutoVue API Manual***.

Toolbars

Toolbars are fully adaptable to individual work preferences and can be easily customized, moved or removed. The **Toolbar** icons offer easy access to the options presented in the drop-down menus found in the **Menu** bar.

Status Bar

In both **View** mode and **Markup** mode, there is a **Status** bar located at the bottom of the main window. The fields displayed from left to right on the **Status** bar are marker, current active filename, file type, zoom factor, current page and total number of pages, current active file size, file creation date and cursor's coordinate position.

In addition to the fields, there are two markers that may be present on the Status bar.

The red light bulb  indicates that the current active file has associated Markups. While in **View** mode, click the red light bulb to view the **Markup Files** dialog, then select a Markup file or group of Markup files to open. By opening a Markup file, Markup mode is automatically launched.

A red circle with an “i”  indicates that some main resources required to properly read the current active file are not available. To identify the missing resources, click the red circle to display the **File Properties** dialog.

Quick Menus

One of the quickest ways to access options is through **Quick Menus** — or context-sensitive shortcut menus. These are the menus you see when you right-click in the workspace. The **Quick Menu** options available depend on the mode you are in and what is selected prior to right-clicking.

Opening Files with AutoVue

How to open files depends on the current active mode in AutoVue. In **View** mode, you can open base files. In **Markup** mode, you can open a Markup file for a base file.

You can browse files in a directory, open files simultaneously and view the contents of archive files.

Opening a File

- 1 Select **File > Open** from the AutoVue main menu.
The **Open** dialog appears.
- 2 Enter a **File name** or browse to locate the file that you want to open.
- 3 Click **Open**.
The file appears in the AutoVue workspace.

Opening Multiple Windows

By default, AutoVue keeps one file open at a time. If you open a new file, the currently opened file is replaced with the new file. However, it is possible to have multiple files open by creating windows within AutoVue.

- 1 Select **Window > New** from the AutoVue main menu.
A new window appears on top of the opened file.
- 2 Select **File > Open**.
The **Open** dialog box appears.
- 3 From the **Look in** drop-down list, select the file that you want to open or enter the **File name**.
- 4 Click **Open**.
The file appears in the new window.
Note You can open as many windows as you like by selecting **Window > New** and repeating steps 2 to 4.

Switching to Another Window

- 1 Select **Window** from the AutoVue main menu, then select the file that you want to display from the bottom of the drop-down list.
The file is displayed and a checkmark appears beside the filename in the **Window** drop-down list.

Viewing Multiple Files at the Same Time

You can arrange the files so you can view them at the same time.

- 1 Select **Window > Cascade** if you want the files to appear on top of each other.
Select **Window > Tile Horizontally** if you want the files to appear side by side.
Select **Window > Tile Vertically** if you want the files to appear above each other.

Browsing Files

When you use the **Browse** option, all files and folders in the current directory are displayed in the **Browse** dialog and the last file opened is highlighted.

- 1 Select **File > Browse** from the AutoVue main menu.
The **Browse** dialog appears listing the files located in the current active directory.

Note You can also click the Browse icon  on the AutoVue toolbar.

- 2 To change the current active directory, type the full path of the directory in the text field at the top of the **Browse** dialog.
The list of files contained in the directory appear.
- 3 Select the file that you want to view.
The file is displayed in the AutoVue workspace.
- 4 Continue selecting and viewing files as often as you like since the **Browse** dialog box floats over the other AutoVue windows.
- 5 Click **Close** to close the **Browse** dialog.
The last file displayed remains open.

Note You can also browse files in the current active directory by selecting

File > Next File or **Previous File** or by clicking the Next File icon  or the Previous File icon  on the AutoVue toolbar.

Archive Files

The full archive file directory displays in the AutoVue window. It is not necessary to decompress the file. Double-click a file to display it within

AutoVue. If you would like to markup an archive file, the file must be accessible for AutoVue in a format other than archive.

Viewing File Properties

You can access the file properties from the **File** menu. The **Properties** dialog provides information specific to the current active file, such as filename, file size, date of creation and file type. The file properties that you can view are:

Property	Description
File	Information specific to the current active file, such as filename, file size, date of creation, file type and x, y & z dimensions.
Resource Information	Resources specific to the current active file, such as text font, shape file, line style and external reference files.
Native	Custom properties for file types, such as last person who saved the file, signature verification and author comments.

Note The file properties can vary depending on the file format viewed.

To view the properties of a file:

- 1 Select **File > Properties** from the AutoVue main menu.
The **Properties** dialog appears.
- 2 To view file properties, click the **File Properties** tab.
To view resource information, click the **Resource Information** tab.
To view native properties, click the **Native Properties** tab.
- 3 Click **OK** to close the dialog.

Selecting

The **Select** option is available when viewing graphic and non-graphic files. For non-graphic files, you can only select text, click and drag to the select text.

- 1 Select **Edit > Select** from the Autovue main menu.
A checkmark appears beside **Select**.
- 2 In the graphic file, click and drag the area you want to select.

- 3 To select a block of text, database or spreadsheet cells, etc., position the cursor at the beginning of the block, then while pressing the **Shift** key click at the end of the block.
- 4 To copy the selected data, select **Edit > Copy** or press **Ctrl+C**. The data is sent to the clipboard.

Note To exit **Select** mode, select **Edit > Select**. The checkmark disappears.

Associations

Files of a particular file extension can be associated with an application other than AutoVue. These files can be opened by the associated application for viewing, editing and printing. For example, you can configure WordPerfect to open all **.wpd** files for viewing and printing, while you are operating AutoVue. If you have a file with a non-standard extension, this option can associate that particular file with AutoVue.

Note Since only files and programs of the same type can be associated, select programs that use the same extensions for their files as the current active file.

Creating an Association

- 1 Select **File > Associate** from the AutoVue main menu.
A dialog appears with the full path of the current active file displayed in the title bar.
- 2 Enter a description for the association (optional).
- 3 In the **Command Line**, enter the full path or click **Browse** to locate the program that you want to associate with the current file.
- 4 Click **OK**.
- 5 To activate the association, select **File > Launch**.
The associated program is launched.

Removing an Association

- 1 Select **File > Associate** from the AutoVue main menu.
A dialog appears with the full path of the current active file displayed in the title bar.
- 2 Click **Remove**.
The associated program file disappears.
- 3 Click **OK** to close the dialog.

Activating an Association

- 1 Open the file that you want to activate an association, then select **File > Launch** from the AutoVue main menu.
The associated program is launched.

Working With Files

With AutoVue you can perform a text search on text-based document, manipulate how the current active file is displayed, as well as convert a file or multiple files to be used with a different application. You can also modify AutoVue to suit your needs and preferences through a broad range of configuration options.

Searching Text

You can perform a text search on text-based documents.

Note You can not perform a text search on raster files.

AutoVue provides search options that you can use to customize a search. These options are:

Option	Description
Match Whole Word Only	Match a complete word.
Match Case	Search for a word or text string with specific capitalization.
Up	Search backward in the document.
Down	Search forward in the document.

To perform a text search:

- 1 Select **Edit > Search** from the Autovue main menu.
The **Find** dialog appears.
- 2 In the **Find What** text box, enter the word or phrase that you want to find.
- 3 Customize your search.
- 4 Click **Find Next**.
AutoVue highlights the text and zooms into the text area.
- 5 Click **Cancel** to close the **Find** dialog.

Note To repeat the last search criteria, select **Edit > Repeat Search** from the AutoVue main menu.

Manipulating 2D Views

With the **View** options you can instantly manipulate how the current active file is displayed. You can rotate a file's orientation counterclockwise by 90, 180 or 270 degrees, flip a file's orientation horizontally, vertically or both simultaneously.

AutoVue provides several ways to change the view size of a selected area of a file, display different views, layers and blocks of the current active file. You can also navigate from one page to another page of a multi-page file.

You can access these options from the **View** menu. The options are:

Menu	Option	Description
Zoom	In	Zoom in by a factor of 2. From toolbar click  icon.
	Out	Zoom out by a factor of 2. From toolbar click  icon.
	Full Resolution	Display the file at full resolution. From toolbar click  icon.
	Fit	Adjust the horizontal or vertical axis of a file to fully display within the current window. Fit Both - AutoVue finds the best fit for the current file with respect to both its vertical and horizontal dimensions. Note This option is also known as Zoom Fit when right-clicking in the workspace. Fit Vertical - Fit the image vertically in the active window. The horizontal dimensions of the image are zoomed proportionally but may be too large or small for the window.

Menu	Option	Description
		Fit Horizontal - Fit the image horizontally in the active window. The vertical dimensions of the image are zoomed proportionally but may be too large or small for the window. Note This option is also known as Zoom Page Width when right-clicking in the workspace.
	Previous	Revert to the previous selected zoom option.
Note The Rotate option is disabled for text-based documents and spreadsheets.		
Rotate	0	Set the file to its original position. From toolbar click  icon.
	90	Rotate the file 90 degrees anti-clockwise. From toolbar click  icon.
	180	Rotate the file 180 degrees anti-clockwise. From toolbar click  icon.
	270	Rotate the file 270 degrees anti-clockwise. From toolbar click  icon.
Note When in Markup mode, you can specify if the rotate is to be applied to the Markups only or to the base file and Markups.		
Note The Flip option is disabled for text-based documents and spreadsheets.		
Flip	None	Reset the drawing to its original position.
	Horizontal Axis	Flip the drawing on its horizontal axis.
	Vertical Axis	Flip the drawing on its vertical axis.
	Both Axes	Flip the drawing on its vertical and horizontal axes.
Note When in Markup mode, you can specify if the flip is to be applied to the Markups only or to the base file and Markups.		

Menu	Option	Description
Note The Image option is used for black-and-white (monochrome) raster files.		
Image	Contrast	Light, normal, dark and darkest.
	Anti-alias	Enhance the details of monochrome raster files. Note Also known as “Scale to Grey”.
	Invert	Reverse the background and foreground colors.
Page	Next Page	Go to the next page of a multi-page file. From toolbar click  icon.
	Previous Page	Go to the previous page of a multi-page file. From toolbar click  icon.
	Page Number	Go to the specified page of a multi-page file. From toolbar click  icon.
Special View Modes	Birds Eye	Display a close-up view of a particular area of a file while maintaining a view of the entire file. From toolbar click  icon. Note The Birds Eye option is disabled for text-based documents and spreadsheets. See <i>Using Bird’s Eye View</i>
	Magnify Glass	Magnify an area of the file that is specified by the cursor location. From toolbar click  icon. See <i>Using the Magnifying Glass</i>
	Magnify Window	Magnify a selected area of a file and displays it in the Magnify Window. From toolbar click  icon. See <i>Using the Magnifying Window</i>
	Pan	Click and drag to move the drawing. To exit right-click.

Menu	Option	Description
Show Tree		Show/hide the Model tree of the current active file.

Using Birds Eye View

The **Birds Eye** view option allows a close-up view of a particular area of a file while maintaining a full view of the file. The Birds Eye window displays a miniature version of the file. A movable box frame on top of the miniature indicates the area of the file displayed in the AutoVue workspace.

Note The **Birds Eye** option is disabled for text-based documents and spreadsheets.

- 1 Select **View > Special View Modes > Birds Eye** from the AutoVue main menu.
The **Bird's Eye** window appears displaying a full view of the file.
- 2 To view the changes in “real time”, select **Options > Dynamic** from the **Birds Eye** menu.
- 3 To view a close-up of a specific area of the file in the AutoVue workspace, minimize the frame box by clicking and dragging the frame handles.
To view a different area of the file in the AutoVue workspace, click and drag the frame box to the area that you want to view.
Note If you perform a zoom function in the AutoVue workspace, the area displayed in the workspace is highlighted by the frame box in the **Birds Eye** window.
- 4 Select **Bird's Eye > Exit** to close the **Bird's Eye** dialog.
The last view performed remains in the AutoVue workspace.

Using the Magnify Glass

The **Magnify Glass** view option zooms an area specified by the position of the Magnify Glass. You can view the details of a selected area of a file while maintaining a full view of the file.

- 1 Select **View > Special View Modes > Magnify Glass** from the AutoVue main menu.

Note You can also click the Magnify Glass icon  on the AutoVue toolbar.

- 2 Move the cursor to the area that you want to magnify.
- 3 Click and hold the left mouse button.
The area is magnified in the Magnify Glass.
Note To view different areas of the file, click and drag the mouse.
- 4 Right-click to exit **Magnify Glass**.

Using the Magnify Window

The **Magnify Window** option zooms an area specified by the position of the cursor. You can view the details of a select portion of the displayed file while maintaining the display of the full file.

- 1 Select **View > Special View Modes > Magnify Window** from the AutoVue main menu.
The **Magnify Window** appears.

Note You can also click the Magnify Window icon  on the AutoVue toolbar.

- 2 Move the cursor to the area that you want to magnify in the current active file.
- 3 Click once.
The area appears magnified in the **Magnify Window**.
- 4 Right-click to exit the **Magnify Window**.

Converting

Sometimes you need to translate a file to be able to use it with an application it was not created from. AutoVue provides several conversion file formats for you.

Conversion Options

Depending on the conversion type being performed, the available options in the **Convert** dialog will vary. These options are:

Option	Description
Color Depth	Select an option from the drop-down list: • 1 = Black and white • 4 = 16 colors • 8 = 256 colors • 24 = True color • auto = AutoVue selects the color depth that best matches the original file.
Convert to Format	A drop-down list of all the possible types of output file formats currently available for conversion. The available formats are: • CALS GP4 • Encapsulated Postscript (Raster) • HP Laserjet Printer (HLP) • PCX Bitmap • Run Length RLC File • TIFF • Windows Bitmap
Output	Specify the name and path of the file in which the conversion is to be stored. This file is also known as the output file. You can use Browse to provide AutoVue with the file's path.
Sub-Format	The Sub-Format drop-down list appears when you selected HP Laserjet Print or TIFF from the Convert to Format drop-down list. Select a sub-format from the drop-down list..
Convert Region	The area of the file to be converted. The available options are: • Display - the area displayed in the workspace. For example, if you zoomed in on a particular region of the file, the zoomed portion of the file is converted. • Extent - refers to the entire extents of the file.

Option	Description
Convert Pages	The number of pages to be converted. The available options are: • All - convert all pages • Current - convert the current page • Range - convert the pages indicated in the range
X and Y	Choose from pixels, inches and millimeters for the units. Note With raster files the units are preset as pixels: • X indicates the number of horizontal pixels • Y is the number of vertical pixels for the current active file contents. At times, AutoVue will preset X and Y to match the specifications of the selected conversion file format. Other times, X and Y will be available and may be changed according to your preferences. Your selection here will not affect the current display but will affect the conversion file's resolution.

X and Y

Three factors affect the resolution of an image: the type of image you are scanning, the output device and the acceptable file size. High-resolution scans often require large files, causing longer processing and print time. Note that a high-resolution may not produce a better-quality printed image if your output device does not recognize the higher resolution information stored in the file. To keep file sizes manageable, select the lowest resolution that provides acceptable quality on your output device.

With some file types, the **Size** option appears giving you a choice between millimeters and inches. Page sizes can be selected from the **Size** drop-down list or you can customize page sizes by configuring the Initialization file. For more information, *see System Administration Guide*.

Technical Drawing Page Sizes	ISO Paper Format
A8.5" X 11.0" (216 mm X 279 mm)	A4 285 mm X 198 mm
B11.0" X 17.0" (279 mm X 432 mm)	A3 396 mm X 273 mm
C17.0" X 22.0" (432 mm X 559 mm)	A2 570 mm X 396 mm

Technical Drawing Page Sizes	ISO Paper Format
D22.0" X 34.0" (559 mm X 864 mm)	A1 817 mm X 570 mm
E34.0" X 44.0" (864 mm X 1118 mm)	A0 1165 mm X 817 mm

Converting a File

- 1 Select **File > Convert** from the AutoVue main menu.
The **Convert** dialog appears.
Note The **Input** area varies according to the type of file. A word-processing file displays the file format; a raster file displays the file format and size; database files display the size, file type and dimensions.
- 2 In the **Save As** text box, enter the path and filename or click **Browse** to locate the directory where you want to save the converted file.
Note If writing on to an existing file, the contents of the output file will be overwritten.
- 3 Specify the conversion options.
See Conversion Options
- 4 Click **OK**. The file is converted and appears in the specified directory.
Note You can convert several selected pages of a multi-page file to a multi-page TIFF.
See Also Batch Conversion

Batch Conversion

You can save time by simultaneously converting files with the same output file format.

- 1 Select **File > Convert** from the AutoVue main menu.
The **Convert** dialog appears.
- 2 Click **Batch Convert**.
The **Batch Convert** dialog appears.
- 3 Click **Add**. The **Open** dialog appears.
- 4 Enter the **File name** or browse to locate the file that you want to add, then click **Open**.
The file appears in the **Input File List**.
Note To add more files, repeat steps 3 to 4. To remove a file, select the file from the **Input File List** and click **Remove**.

- 5 Customize the convert options.
See *Converting a File*
- 6 Click **OK**.
AutoVue stores the newly converted file(s) in the same directory as the first file you entered in the **Input File List**.

Measuring in Files

AutoVue provides the ability to perform measurements in files with several measure options that you can choose from. You can access the measure options from the **Analysis > Measure** menu. The options are:

Name	Description
Angle	Measure the angle between selected points. From toolbar click  icon.
Arc	Measure an arc. From toolbar click  icon.
Area	Measure a selected area. From toolbar click  icon.
Distance	Measure the distance between two points. From toolbar click  icon.

Measuring Distance

Use the **Distance** option to measure the distance between two specific points.

- 1 Select **Analysis > Measure** from the AutoVue main menu.
The **Measurement** dialog appears.

Note You can also click the Distance icon  on the AutoVue toolbar.

- 2 Click the **Distance** tab.
- 3 From the **Measured Distance Units** drop-down list, select the unit in which you want to measure the distance.

Note If you want to measure the distance along a path, select **Cumulative**.

- 4 Click a point on the drawing to define the starting point.
- 5 Click another point on the drawing to define the end point.
Note If you selected **Cumulative**, continue clicking points along the path that you want to measure.
- 6 Right-click to complete the measurement.
The points are joined by a line. The measured distance, Delta-X and Delta-Y appear in the **Measurement** dialog.
Note Click **Reset** to take another measurement.
- 7 Click **Close** to close the **Measurement** dialog.

Calibrating Distance

- 1 Measure distance between two points or measure cumulative distance.
See *Measuring Distance*
- 2 In the **Measurement** dialog, click **Calibrate**.
The **Distance Calibration** dialog appears displaying the measured distance.
- 3 From the **Measured Dist.** drop-down list, select the unit to which you want to calibrate the distance.
- 4 Click **Calibrate to** and enter a value if you want to calibrate the distance to a value.
Click **Set Factor** and enter a value if you want to calibrate the distance by a factor.
- 5 Click **OK**.
The calibration result appears in the **Measurement** dialog.
- 6 Click **Close** to close the **Measurement** dialog.

Measuring Area

Use the **Area** option to measure the area and perimeter of a region.

- 1 Select **Analysis > Measure** from the AutoVue main menu. The **Measurement** dialog appears.
Note You can also click the Area icon  on the AutoVue toolbar.
- 2 Click the **Area** tab.
- 3 From the **Measured Area Units** drop-down list, select the unit in which you want to measure the area.
From the **Perimeter Units** drop-down list, select the unit in which you want to measure the perimeter.

Note To cumulate a **Net Area Result** of different areas, select **Add** in the **Measurement** dialog. To subtract an area from the **Net Area Result**, select **Subtract**. Select **Clear** to clear the **Net Area Result**.

- 4 Click a point on the drawing to define the starting point.
- 5 Continue clicking points on the drawing to define the area you want to measure.
Each point is joined by a line. The area and perimeter measurements appear in the **Measurement** dialog.
- 6 Right-click to complete the measurement.
Note Click **Reset** to take another measurement.
- 7 Click **Close** to close the **Measurement** dialog.

Measuring an Angle

Use the **Angle** option to measure the angle between points on a drawing.

- 1 Select **Analysis > Measure** from the AutoVue main menu.
The **Measurement** dialog appears.

Note You can also click the Angle icon  on the AutoVue toolbar.

- 2 Click the **Angle** tab.
- 3 From the **Measured Angle Units** drop-down list, select the unit in which you want to measure the angle.
- 4 Click points on the drawing to define the angle you want to measure.
Angle arms appear with an arc connecting them. The angle measurement appears in the **Measurement** dialog.
- Note** Click **Reset** to take another measurement.
- 5 Click **Close** to close the **Measurement** dialog.

Measuring an Arc

Use the **Arc** option to define an arc in the drawing and measure its radius, center and diameter.

- 1 Select **Analysis > Measure** from the AutoVue main menu.
The **Measurement** dialog appears.

Note You can also click the Arc icon  on the AutoVue toolbar.

- 2 Click the **Arc** tab.
- 3 From the **Arc Info** drop-down list, select the unit in which you want to measure the arc.

- 4 From the **Measured Angle Units** drop-down list, select the unit in which you want to measure the angle.
- 5 Click points on the drawing to define the arc.
The points are joined by an arc. The measurements for center point coordinates, radius, diameter, arc length, start and end of angle and sweep appear in the **Measurement** dialog.
Note Click **Reset** to take another measurement.
- 6 Click **Close** to close the **Measurement** dialog.

Calibrating an Arc

- 1 Measure an arc in the drawing.
See *Measuring an Arc*
- 2 In the **Measurement** dialog, click **Calibrate**.
The **Radius Calibration** dialog appears displaying the measured distance.
- 3 From the **Measured Rad.** drop-down list, select the unit to which you want to calibrate the distance.
- 4 Click **Calibrate to** and enter a value if you want to calibrate to a value.
Click **Set Factor** and enter a value if you want to calibrate by a factor.
- 5 Click **OK**.
The calibration result appear in the **Measurement** dialog.
- 6 Click **Close** to close the **Measurement** dialog.

Configuring AutoVue Office

In AutoVue, there are configuration options that allow you to customize the work environment when working with files. You can access the configuration options from **Options > Configuration** under the **General** tab.

The configuration options for are:

Option	Description
Dimensions	• If selected, all dimensional entities are displayed • If cleared, simple dimension entities are not displayed
Filling	• If selected, displays filled entities as filled rather than just an outline • If cleared, does not display filling for filled entities

Option	Description
Force to Black	• If selected, AutoVue forces all colors of a drawing to black • If cleared, the file will be displayed in color
Line Styles	• If selected, dotted and dashed lines are displayed • If cleared, all lines are displayed as solid
Line Weights	• If selected, displays varying line thicknesses • If cleared, displays no line weights for any line (all lines appear equal)
Load External References	• If selected Xrefs are automatically loaded • If cleared, Xrefs are not loaded
Text	• If selected, text entities are displayed • If cleared, no text is displayed

Raster Files

The configuration options for Raster files are:

Option	Description
Full Resolution	Displays the file at full resolution.
Fit to Window	Displays the file to fit the current window.

Configuring AutoVue

- 1 Select **Options > Configuration** from the AutoVue main menu.
- 2 The **Configuration** dialog appears displaying the **General** tab.
- 3 Configure the options that you want.
- 4 To configure the background color, click **Background Color**. The **Background Color** dialog appears.
Select the color that you want to set for the background.
Select the checkbox beside the **Type** of file format that you want to change.
Clear the checkmark beside the **Type** that you do not want to change, then click **OK**.
The color change is applied.

Note The **Type** of file formats that you can select are Mono Raster, Color Raster, Database, Document, Spreadsheet, Default Archive and Vector.

- Click **OK** to close the **Configuration** dialog.

Configuring the Base Font for Text Files

- Configure the options that you want.
See *Configuring AutoVue Office for Files*
- Click **Base Font**.
- The **Font** dialog appears.
- From the **Font** drop-down list, select the type of font.
- From the **Size** drop-down list, select the size of font.
- Select **Bold**, **Italic** or both for font **Style**.
- Click **OK**.
The font change is applied.
- Click **OK** to close the **Configuration** dialog.

Configuring Paths

In AutoVue, you have the option to use the default directory or configure a directory path to store files. The types of files that you can configure directory paths are:

File	Description
XRefs	The directory paths for any external reference files associated with files. See <i>Configuring Xref Paths</i>
Font	The directory paths for fonts required by AutoVue's files. See <i>Configuring Font Paths</i>
Symbol	The directory path for symbol libraries used by AutoVue's Markup entities. See <i>Configuring Symbol Paths</i>
Markup	The directory paths for Markup files. See <i>Configuring Markup Paths</i>

Configuring Font Paths

Font Paths are the directory paths for fonts required by AutoVue's files.

- 1 Select **Options > Configuration** from the AutoVue main menu.
The **Configuration** dialog appears.
- 2 Click the **General** tab.
- 3 Click **Paths**.
The **Paths** dialog appears.
- 4 Click **Font Paths**.
- 5 Click **Add**.
The **Browse for Folder** dialog appears.
- 6 Enter the directory path or scroll up or down to locate the directory where the external reference files are located.
To browse all subdirectories below the current path, type two asterisks ****** at the end of the file path.
For example, **C:\samples**** will result in browsing all subdirectories below "samples".
To browse one subdirectory below the current path, type one asterisk ***** at the end of the file path.
For example, **C:\samples*** will result in browsing one subdirectory below "samples".
- 7 Click **OK**.
The directory path appears in the **Paths** dialog.
Note To add more than one path, repeat steps 5 to 7.
- 8 To change the order, select the path you want to move, then click **Up** or **Down** to move the path to where you want in the list.
- 9 To remove a path, select the path that you want to remove and click **Remove**.
The selected path disappears from the list.
- 10 Click **OK** to close the **Paths** dialog.
- 11 Click **OK** to close the **Configuration** dialog.

Configuring XRef Paths

Xref Paths are the directory paths for any external reference files associated with files.

- 1 Select **Options > Configuration** from the AutoVue main menu.
The **Configuration** dialog appears.
- 2 Click the **General** tab.
- 3 Click **Paths**.

The **Paths** dialog appears.

- 4 Click **XRef Paths**.

- 5 Click **Add**.

The **Browse for Folder** dialog appears.

- 6 Enter the directory path or scroll up or down to locate the directory where the external reference files are located.

To browse all subdirectories below the current path, type two asterisks** at the end of the file path.

For example, **C:\samples**** will result in browsing all subdirectories below “samples”.

To browse one subdirectory below the current path, type one asterisk * at the end of the file path.

For example, **C:\samples*** will result in browsing one subdirectory below “samples”.

- 7 Click **OK**.

The directory path appears in the **Paths** dialog.

Note To add more than one path, repeat steps 5 to 7.

- 8 To change the order, select the path you want to move, then click **Up** or **Down** to move the path to where you want in the list.

- 9 To remove a path, select the path that you want to remove and click **Remove**.

- 10 Click **OK** to close the **Paths** dialog.

- 11 Click **OK** to close the **Configuration** dialog.

Configuring Markup Paths

Markup Paths are the directory paths for Markup files associated with the currently loaded document.

- 1 Select **Options > Configuration** from the AutoVue main menu.

The **Configuration** dialog appears.

- 2 Click the **General** tab.

- 3 Click **Paths**.

The **Paths** dialog appears.

- 4 Click **Markup Paths**.

- 5 Click **Auto** if you want to use the default directory to store Markup files.

Click **User-Defined** if you want to select a directory to store Markup files.

- 6 If you clicked **User-Defined**, enter the directory path to where you want to store the Markup files or click the ellipse key  to locate the directory.

- 7 Click **OK**.

- 8 Click **OK** to close the **Configuration** dialog.

Configuring Symbol Paths

Symbol Paths are the directory paths for symbols libraries used by AutoVue's Markup entities.

- 1 Select **Options > Configuration** from the AutoVue main menu.
The **Configuration** dialog appears.
- 2 Click the **General** tab.
- 3 Click **Paths**.
The **Paths** dialog appears.
- 4 Click **Symbol Paths**.
- 5 Click **Auto** if you want to use the default directory to store the Symbol libraries.
Click **User-Defined** if you want to select a directory to store the Symbol libraries.
- 6 If you clicked **User-Defined**, enter the directory path where you want to store the Symbol files or click the ellipse key  to locate the directory.
- 7 Click **OK**.
- 8 Click **OK** to close the **Configuration** dialog.

Configuring AutoVue as a Quick Viewer for Windows

AutoVue can display or open files even when the AutoVue application is not running. You can designate AutoVue as the Quick Viewer for Windows rather than using the default Quick Viewer. You can direct AutoVue to open certain types of files by associating AutoVue with particular file types using **File/Print Association**.

Having AutoVue as the **Quick Viewer**, eliminates the need for the original file application. For example, if word files (.doc) are selected as a file association, then word files (.doc) files will be opened by AutoVue even when you are using Microsoft Word.

To configure AutoVue as a Quick Viewer:

- 1 Select **Options > Configuration** from the AutoVue main menu.
The **Configuration** dialog appears.
- 2 Click the **General** tab.
- 3 Click **Registry**.

The **AutoVue File Registration** dialog appears.

- 4 Click the **Quick View** or **File/Print Association** tab.
A list of standard file format extensions supported by AutoVue is displayed.
- 5 From the list of file extensions, select the file types for Quick View or File/Print Association.
Note For non-standard file extensions, use the **Association** option.
Note To select more than one file extension, press the **Shift** or **Ctrl** key while selecting, or to select all file extensions, click **Select All**.
- 6 Click **OK**.
- 7 Click **OK** to close the **Configuration** dialog.

Using Quick View

- 1 Select the file or files to open from Windows Explorer, My Computer or Network Neighborhood.
- 2 Select **File > Quick View** from the menu.
AutoVue displays the selected file(s).
Note You can also right-click in the workspace and select **Quick View** from the pop-up menu.

Using the File/Print Association

- 1 Double-click a file from its directory listing in **Windows Explorer**, **My Computer** or **Network Neighborhood**.
AutoVue opens the selected file.
- 2 Right-click and select **Quick View** from the pop-up menu.
AutoVue displays the selected file(s).

Markups

AutoVue has the ability to view over 450 different file formats and to create markups for all its readable file formats without the document's authoring application.

Marking up refers to drawing and writing on an electronic document. AutoVue provides the ability to markup different formats without modifying the original file. When you create a markup for a file, the markup is created on top of the original file. Markups are saved in separate files.

If a file has existing markup files, a red light bulb  appears on the status bar at the bottom of the AutoVue workspace. Clicking this icon opens the **Open Markup** dialog allowing you to select markup files to open or create a new markup file. When opening a markup file, AutoVue lays the markup over the original file.

In Markup mode you can:

- create entities such as arcs, boxes, circles, clouds, lines and polygons
- add a symbol, add information to an entity by adding text or a note
- create, name and color layers to organize your work
- create a new markup file that combines copies of selected layers of different markup files
- create measurement markup entities that can be moved or resized
- navigate markups through a hierarchy tree, view markup properties and sort the tree according to each property
- view markup layers individually or in combination

Markup Navigation Tree

When opening a file in **Markup** mode, a **Markup Navigation Tree** appears to the left of the document. If the **Markup Navigation Tree** does not appear, select **View > Show Model Tree**.

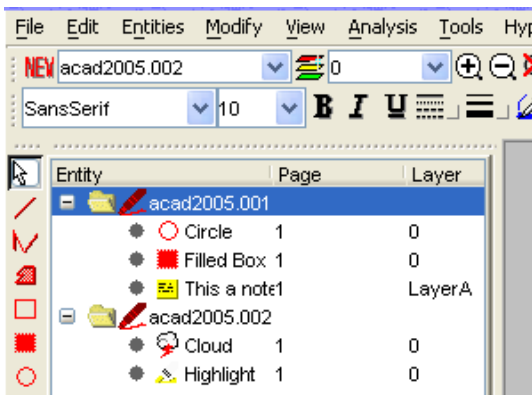
The **Markup Navigation Tree** displays a hierarchy tree of markups or comments created by a user. The user can navigate through the markups. A set of

properties are generated for each markup and the tree can be sorted according to each property. These properties are:

Property	Description
Entity Type	Type of markup entity created.
Page	Page number of the original document on which the markup entity is created.
Layer	Markup layer on which the markup entity is created.
Author	The name of the user who created the markup.
Modified	The date and time the markup was modified.

When a markup entity is created, it appears in the **Markup Navigation Tree** and the information is recorded and saved in the markup file.

Note To see more markup properties or to expand the tree, click and drag the **Markup Navigation Tree** window.



Working with Markup Files

Markup files are divided into uniquely named layers. Create, name and color layers to organize your work. For example, different colors can indicate time priorities and each layer can contain Markups related to a common purpose.

Saved States

When you create Markup entities in a file, you can save the view state. For example, the zoom level at which you are working. If you save the Markup while you are working at your preferred zoom level, the next time you open the Markup, it is displayed at the same zoom level. Some examples of view states include zoom level (extents), rotation and flip settings.

State information is also saved with each markup entity. For instance, if you were at a certain zoom level when you created a markup entity, AutoVue saves the information with the markup entity. To “Go To” the state you were at when you created or modified the markup entity, select the markup entity and select **Go To**.

Creating a Markup File

- 1 View a file that you want to markup.
- 2 Select **File > Markup** from the AutoVue main menu.

Note You can also click the Markup icon  from the AutoVue main toolbar.

- 3 AutoVue enters **Markup** mode.

See Also *Creating a Markup Layer*

Entering Markup Information

In AutoVue, when creating a Markup you can provide user information that you can save with the Markup.

- 1 Select **Markup > Information** from the Markup menu.
The **Markup Information** dialog appears.
- 2 Enter a **User** name.
- 3 Enter a **Department**.
- 4 Enter a **Company** name.
- 5 Enter the **Location** of the Company.
- 6 Enter a **Telephone** number.
- 7 Click **OK**.

The Markup Information is saved.

Saving a New Markup File

- 1 Select **File > Save As** from the AutoVue main menu.
The **Save Markup File As** dialog appears.

The **Markup Information** that you entered when creating the Markup is display in the dialog.

- 2 Enter a **Markup ID** consisting of any combination of characters or numbers.
- 3 Click **OK**.

The Markup file is saved and remains displayed in the workspace.

Opening Markup Files

- 1 View the file that has existing markups.
- 2 Select **File > Markup** from AutoVue main menu.
The **Open markup** dialog appears.

Note You can also click the Markup icon  from the Markup toolbar or click the red light bulb  at the bottom left corner of the status bar.

- 3 From the **Markup list**, select the checkbox beside the markup(s) that you want to open.

Note If you selected more than one Markup, the **Active Markup** option appears.

- 4 Click **OK**.
The selected markup(s) appear in the workspace on top of the original file.

Note When you select more than one markup file, the markups are displayed simultaneously.

See Also *Setting the Active Markup File*

Saving an Existing Markup File

- 1 Modify the markup file.
- 2 Select **File > Save** from the AutoVue main menu.
Note If you have multiple markups open that you have modified and want to save them all, select **File > Save All**.
Note To save an existing Markup as a new Markup, select **File > Save As**.

Importing a Markup File

- 1 Select **File > Open** from **Markup** mode.
- 2 The **Open markup** dialog appears.

Note You can also click the Markup icon  from the Markup toolbar.

- 3 Click **Import**.
The **Select markup file to import** dialog appears.
- 4 Navigate to the markup file that you want to import and select it.
- 5 Click **Open**.
The imported Markup file appears in the workspace on top of the original file.

Exporting a Markup File

- 1 Select **File > Save As** from the Markup menu.
Note For a new Markup file, select **File > Save**.
- 2 Click **Export**.
The **Select markup file export to** dialog appears.
- 3 Navigate and select the directory you want to export the markup file to.
- 4 Enter **File name**.
- 5 Click **Save**.
The markup file is exported to the selected directory.
Note The default format saved is **Markup Files (*.*)**, but you can select another one. In the **Save as type** drop-down list, there are six formats to choose from: Markup Files (*.*), DXF Output (*.dxf), AutoCAD DWG R12 (.dwg), AutoCAD DWG R13 (.dwg), AutoCAD DWG 14 (.dwg) and Microstation DGN Output (*.dgn).

Setting the Active Markup File

A file can have several markup files. When you open several markup files simultaneously, you can set one of the markups as the active markup. Any changes you make is applied to the current active markup.

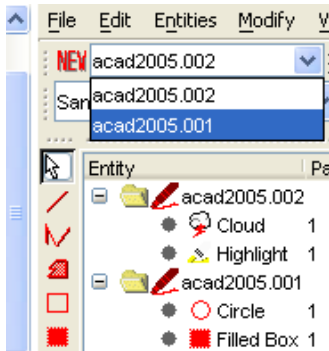
- 1 Select **File > Open** from the Markup menu.
The **Open markup** dialog appears.
- 2 Click the checkbox beside the markups you want to open.
The **Active Markup** drop-down list appears when you select more than one markup.
- 3 From the **Active Markup** drop-down list, select the markup you want to make active.
- 4 Click **OK**.
The selected markup appears in the AutoVue workspace.

Changing the Active Markup File

When you have multiple markup files open, you can change the active markup.

- 1 Select **File > Set Active** from the Markup menu.
The **Set Active Markup** dialog appears.
- 2 From the **Select Active Markup** drop-down list, select the markup you want to make active.
- 3 Click **OK**.

Note You can set the active markup by selecting a markup from the drop-down list on the Markup toolbar.



Markup Layers

Markup files can be divided into layers with each layer having its own unique name. You can create, name and color layers to organize your work. For example, different colors can indicate time priorities and each layer can contain markups relating to a common purpose.

When working with markup layers, you can view layers individually or in combination, add, rename or delete layers. You can also specify a different color for each layer; default layer color is red.

Creating a Markup Layer

Note Ensure that no markup entity is selected when creating a markup layer.

- 1 Select **Markup > Markup Layers** from the Markup menu.
The **Markup Layers** dialog appears.

Note You can also click the Markup Layers icon  on the Markup toolbar.

- 2 In the **Markup Layers** dialog, click **New**.
The **New Markup Layer** dialog appears.
- 3 Enter the name that you want for the markup layer.
- 4 Click **OK**.
The new markup layer is added to the list in the **Markup Layers** dialog.
- 5 To change the color of the new layer, click **Color** in the **Markup Layer** dialog.
The **Layer Color** dialog appears. Select a **Color**, then click **OK**.
- 6 Click **OK** to close the **Markup Layers** dialog.

Setting the Active Markup Layer

A markup can have several layers and you can set a layer as the active markup layer. When a markup layer is active, all modifications you make are applied to that markup layer.

Note Ensure that no markup entity is selected when setting the active markup layer.

- 1 Select **Markup > Markup Layers** from the Markup menu.
The **Markup Layers** dialog appears.

Note You can also click the Markup Layers icon  on the Markup toolbar.

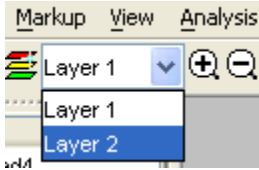
- 2 From the **Markup Layers** list, select the checkbox beside the layer you want to make active.
- 3 Click **OK**.
The selected Markup layer appears in the workspace.

Changing the Active Markup Layer

When you have multiple markup layers, you can change the active layer to another layer.

- 1 Select **Markup > Markup Layers** from the Markup menu.
The **Markup Layers** dialog box appears.
- 2 From the **Currently Active Layer** drop-down list, select the layer you want to make active.
- 3 Click **OK**.
The selected layer appears in the workspace.

You can also change the active layer by selecting the layer from the drop-down list on the Markup toolbar.



Changing the Color of a Markup Layer

Note Ensure that no markup entity is selected when changing the color of a markup layer.

- 1 Select **Markup > Markup Layers** from the Markup menu.
The **Markup Layers** dialog appears.

Note You can also click the Markup Layers icon  from the Markup toolbar.

- 2 Select the markup layer that you want to change the color.
- 3 Click **Color**.
The **Layer Color** dialog appears.
- 4 Select a **Color**.
- 5 Click **OK**.

Note Only the entities that were created with the by-layer  color defined in the **Markup Layers** dialog will change color. Any entities that were created using the color options from the Markup toolbar, will override the by-layer color and will not change color.

- 6 Click **OK** to close the **Markup Layers** dialog.

Renaming a Markup Layer

- 1 Select **Markup > Markup Layers** from the Markup menu.
The **Markup Layers** dialog appears.

Note You can also click the Markup Layers icon  from the Markup toolbar.

- 2 Under **Markup Layers**, select the checkbox beside the markup layer you want to rename.
- 3 Click **Rename**.
The **New Markup Layer** dialog appears.

- 4 Enter the new layer name.
- 5 Click **OK**.
The markup layer is assigned the new name.
- 6 Click **OK** to close the **Markup Layers** dialog.

Toggling Markup Layers

From the **Markup Layers** dialog, you can turn a layer's visibility on and off, even if there is only one layer. Turning a layer's visibility off, hides all markups belonging to that layer.

- 1 Select **Markup > Markup Layers** from the Markup menu.
The **Markup Layers** dialog appears.

Note You can also click the Markup Layers icon  from the Markup toolbar.

- 2 Under **Markup Layers**, select the layer(s) you want visible.
- 3 Click **Toggle**.
A checkmark appears beside the selected layers.
- 4 To hide a layer, select the layer(s) with a checkmark, then click **Toggle** again.

Note You can also view a layer by selecting the checkbox beside it. To hide a layer, clear the checkmark. To view all the Markup layers, click **All On**. To hide all Markup layers click **All Off**.

- 5 Click **OK**.
The markup entities belonging to the selected layer(s) appear in the workspace on top of the original file.

Deleting a Markup Layer

- 1 Select **Markup > Markup Layers** from the Markup menu.
The **Markup Layers** dialog appears.

Note You can also click the Markup Layers icon  from the Markup toolbar.

- 2 From the **Markup Layers** list, select the checkbox beside the markup layer you want to delete.

Note You can select more than one layer to delete at the same time.

- 3 Click **Delete**.
- 4 Click **OK**.
The layer is deleted along with all entities belonging to the layer.

Moving a Markup Entity to Another Layer

- 1 Select the entity or entities that you want to move.
- 2 Select **Markup > Markup Layers** from the Markup menu.
The **Move to Layer** dialog appears.

Note You can also click the Layer icon  on the Markup toolbar.

- 3 Select the **Layer** you want to move the entity or entities to.
- 4 Click **OK**.
The selected entity or entities are moved to the selected layer.

Note Only the entities that were created with the  **By Layer** color defined in the **Markup Layers** dialog will change color. Any entities that were created using the color options from the Markup toolbar, will override the by-layer color and will not change color.

Consolidating Markup Files

The **Consolidate** option allows you to create a new markup file that combines copies of selected layers of different markup files. During the review cycle, consolidation simplifies document revisions by providing the author with one combined markup file instead of several markup files.

Note The **Consolidate** option is only active when more than one markup file is opened.

- 1 Open the markup files that you want to consolidate.
- 2 Select **File > Consolidate** from the Markup menu.
The **Consolidate Markups** dialog appears.
- 3 Select the markup layers that you want to consolidate into one file.
- 4 Enter a **Markup ID** for the new markup file.
- 5 Click **OK**.
The consolidated markup file is saved.

Modifying Markup Entities

With AutoVue, you can assign an entity its own color, the same color as the current active layer or create a custom color. You also have the option of grouping Markup entities. When you group Markup entities, you can manage the group as you would a single entity.

In Markup mode, there are several options for modifying an entity. You can apply these options to selected entities while you specify the change or new entities that you add. The modify options can be accessed from the **Markup** menu in Markup mode. The options are:

Option	Description
Delete	Delete a selected markup entity or entities.
Delete All	Delete all markup entities.
Delete Dimensions	Delete all markup measure entities.
Hide Dimensions	Hide all markup measure entities.
Entity Color	Change the line color, fill color and fill type for a selected markup entity or entities. From toolbar click  icon to change the Fill Color. See <i>Changing the Fill Color of An Entity</i> From toolbar click  icon to change the Line Color. See <i>Changing the Line Color of An Entity</i>
Fill Type	Change the transparency for selected markup entity or entities. From toolbar click  icon. See <i>Changing the Fill Type of An Entity</i>
Hide Markups	Hide all markup entities.
Line Style	Change the line style for a selected markup entity or entities. From toolbar click  icon. See <i>Changing the Line Style</i>
Line Thickness	Change the line thickness for a selected markup entity or entities. From toolbar click  icon. See <i>Changing the Line Thickness</i>

“Go To” a Markup Entity

Go To restores the view state when a created entity is saved. Opening an existing markup for a file also restores the last saved view state.

- 1 From the **Markup Navigation Tree**, select the markup entity that you want to view.
- 2 Right-click and select **Go To** from the drop-down menu. AutoVue displays the markup page containing the entity.

Note If you selected a Markup entity that is on another page of the Markup, the page containing that entity will be displayed.

Selecting Markup Entities

- 1 Click the Select icon  from the Markup toolbar, then from the workspace click the entity's outer edge.

Note You can also select the entity from the **Markup Navigation Tree**.

Note To select multiple entities, press the **Shift** or **Ctrl** key while selecting.

Moving a Markup Entity

- 1 In the **Markup Navigation Tree** or from the workspace, select the entity or entities that you want to move.

See *Selecting Markup Entities*

- 2 Move the cursor over the selected entity or entities until the cursor changes to a hand.
- 3 Click and drag the selected entity or entities to anywhere in the workspace.

Editing a Markup Entity

The entities that you can edit are notes, text, dimensions, leaders and hyperlinks.

- 1 In the **Markup Navigation Tree** or from the workspace, double-click the entity that you want to edit. AutoVue zooms in on the entity and the appropriate dialog appears allowing you to make changes to the entity.

Note You can also edit an entity by right-clicking it in the **Markup Navigation Tree** and selecting **Edit** from the pop-up menu.

Grouping Markup Entities

When you group markup entities, you can move, delete, copy and paste, hide, resize, or perform any modification on the group of entities that you would on a single markup entity.

- 1 In the **Markup Navigation Tree** or from the workspace, select the entities that you want to group.
See *Selecting Markup Entities*
- 2 Select **Markup > Group** from the Markup menu.
The group of entities appear on the **Markup Navigation Tree** as a **Group**.
- 3 Perform any modifications.
The modifications are applied to all the entities in the group.

Ungrouping Markup Entities

- 1 In the **Markup Navigation Tree** or the workspace, select the **Group** that you want to ungroup.
- 2 Select **Markup > Ungroup** from the Markup menu.
The group of entities appear on the markup as individual entities.

Hiding Markup Entities

- 1 Select **Markup > Hide Markups** from the Markup menu.
The markups are hidden on the markup file.
Note To “unhide” markups, select **Markup > Hide Markups** from the Markup menu.

Changing Line Thickness of an Entity

Note A checkmark beside the thickness option indicates the current line thickness.

- 1 Select the entity or entities for which you want to change the line thickness.
See *Selecting Markup Entities*
- 2 From the Markup menu, select **Markup > Line Thickness** and the line thickness that you want.
The line thickness changes for the selected entity or entities.

Note You can also click the Line Thickness icon  on the Markup toolbar.

- 3 To define a custom line thickness, select **Modify > Custom Thickness** from the Markup menu.

The **Custom Thickness** dialog appears.

- 4 Enter an integer value in pixels.
- 5 Click **OK** to close the **Custom Thickness** dialog.

Note Any new entities that you create will have the new line thickness.

Changing Line Style of a Entity

Note A checkmark beside the style option indicates the current line style.

- 1 Select the entity or entities for which you want to change the line style.
See *Selecting Markup Entities*
- 2 From the Markup menu, select **Markup > Line Style** and the line style that you want.

The line style changes for the selected entity or entities.

Note You can also click the Line Style icon  on the Markup toolbar.

Note Any new entities that you create will have the new line style.

Changing Line Color of an Entity

- 1 Select the entity or entities for which you want to change the line color.

See *Selecting Markup Entities*

- 2 Select **Markup > Entity Color** from the Markup menu.
The **Entity Color** dialog appears.

Note You can also click the Line Color icon  on the Markup toolbar.

- 3 From the **Line Color** drop-down list, select the color that you want for the entity.

Note Selecting  **By Layer** changes the entity color to the color of the layer.

- 4 To define a custom line color, select  **CUSTOM** from the **Line Color** drop-down list.
- 5 From the **Color** dialog that appears, select a color and click **OK**.
- 6 Click **OK** to close the **Entity Color** dialog.

The line color changes for the selected entity or entities.

Note Any new entities that you create will have the new line color.

Changing Fill Color of an Entity

- 1 Select the entity or entities for which you want to change the fill color.

See *Selecting Markup Entities*

- 2 Select **Markup > Entity Color** from the Markup menu.
The **Entity Color** dialog appears.

Note You can also click the Fill Color icon  on the Markup toolbar.

- 3 From the **Fill Color** drop-down list, select the color that you want for the entity.

Note Selecting  **By Layer** changes the entity color to the color of the layer.

- 4 To define your own color, select  **CUSTOM** from the **Fill Color** drop-down list.
- 5 From the **Color** dialog that appears, select a color and click **OK**.
The fill color changes for the selected entity or entities.
- 6 Click **OK** to close the **Entity Color** dialog.

Note Any new entities that you create will have the new fill color.

Changing Fill Type of an Entity

- 1 Select the entity or entities for which you want to change the fill type.

See *Selecting Markup Entities*

- 2 Select **Markup > Entity Color** from the Markup menu.
The **Entity Color** dialog appears.

Note You can also click the Fill Type icon  on the Markup toolbar.

- 3 From the **Fill Type** drop-down list, select the fill type that you want for the entity.

Select **Solid Fill**, if you want the fill color to be solid.

Select **Transparent Fill**, if you want the fill color to be transparent.

Select **No Fill**, if you do not want any fill color.

- 4 Click **OK**.

The fill type changes for the selected entity or entities.

Note Any new entities that you create will have the new fill type.

Assigning an Entity the Same Color as the Layer

- 1 Select the entity or entities for which you want to assign the color of the layer that they belong to.

See *Selecting Markup Entities*

- 2 Select **Markup > Entity Color** from the Markup menu.
The **Entity Color** dialog appears.

- 3 To assign the line color, select the  **BYLAYER** from the **Line Color** drop-down list.

Note You can also click the Line Color icon  from the Markup toolbar.

- 4 To assign the fill color, select the  **BYLAYER** from the **Fill Color** drop-down list.

Note You can also click the Fill Color icon  from the Markup toolbar.

- 5 Click **OK**.
The selected entity or entities change to the color of the layer that the entity belongs to.

Deleting Markup Entities

- 1 Select the entity or entities that you want to delete.

See *Selecting Markup Entities*

- 2 Select **Markup > Delete** from the Markup menu.
The selected entity or entities are deleted from the current active file.

Note To delete all entities, select **Markup > Delete All** from the Markup menu. **Delete All** will delete all existing entities from the active markup, whether they are visible or not.

Modifying Measurement Markup Entities

In AutoVue, you can modify the font of a measurement.

- 1 Create the markup measure entity that you want.
See *Creating Markup Measure Entities*
- 2 Double-click the measurement for which you want to modify the font.
The appropriate **Measure** dialog appears.

- 3 Click **Font**. The **Font** dialog appears.
From the **Font** drop-down list, select the type of font.
From the **Size** drop-down list, select the size of font.
Select the font **Style(s)**, then click **OK**.
- 4 Click **OK** to close the appropriate **Measure** dialog.
The measurement font is modified.

Changing Measurement Units and Symbols

In AutoVue, you can change the unit of measure and add a symbol to a measurement and have it appear on the drawing.

- 1 Create the markup measure entity that you want.
See *Creating Markup Measure Entities*
- 2 Double-click the measurement that you want to change the unit of measure or add a symbol to.
The appropriate **Measure** dialog appears.
- 3 Clear the checkmark beside **Display Unit** if you want to hide the unit on the drawing. Unit appears by default.
- 4 From the **Units** drop-down list, select the unit that you want to change the measurement to.
- 5 From the **Symbol** drop-down list, select the symbol that you want to add to the measurement.
- 6 Click **OK**.
The unit of measure changes and the selected symbol is added to the measurement and appears in the workspace.

Hiding Markup Measure Entities

- 1 Select **Markup > Hide Dimensions** from the Markup menu.
The markup measurements are hidden on the markup file.
Note To “unhide” markups, select **Markup > Hide Markups** from the Markup menu.

Deleting Markup Measure Entities

- 1 Select **Markup > Delete Dimensions** from the Markup menu.
The markup measurements are deleted on the markup file.

Marking Up Files

AutoVue provides a variety of user-friendly markup options that you can use when marking up files. You can create entities such as arcs, boxes, circles, clouds, lines and polygons. You can draw a leader with multi-line segments and add text to it. You can also add a symbol, add text to an entity or add information by adding a note.

Markup Entities

In AutoVue, you can drawing many different types of entities. You can access the entities from the **Entities** menu in Markup mode. The entities are:

Option	Description
Note Right click to complete an entity.	
Arc	Click and drag the mouse to draw an arc. From the toolbar click  icon.
Box	Click and drag to draw a rectangle. From the toolbar click  icon. Note To draw a square instead of a rectangle, press and hold the Shift key while you click and drag.
Closed Polyline	Click and drag to draw a closed Polyline. From the toolbar click  icon.
Cloud	Click and drag to draw a cloud. From the toolbar click  icon.
Circle	Click and drag to draw an ellipse. From the toolbar click  icon. Note To draw a circle instead of an ellipse, press and hold the Shift key while you click and drag.

Option	Description
Filled Box	Click and drag to draw a filled box. The box is filled with a solid color. From the toolbar click  icon. Note To draw a square Filled Box instead of a rectangular Filled Box, press and hold the Shift key while you click and drag.
Freestyle	Click, release mouse button, then drag to draw an entity. From the toolbar click  icon. Note You can create a contiguous or non-contiguous freestyle entity. See <i>Creating a Non-contiguous Freestyle Entity</i> <i>Creating a Contiguous Freestyle Entity</i>
Highlight	Click and drag to highlight a boxed area. From the toolbar click  icon. Note The highlighted box will be filled with a transparent color.
Leader	Click and drag to draw a leader. From the toolbar click  icon. Note To force a line segment in a Leader entity to be aligned to the closer axis, horizontal or vertical axis, hold the Shift key while you click and drag for that line segment. See <i>Adding a Leader</i> <i>Forcing a Line Segment</i>
Line	Click and drag to draw a line. From the toolbar click  icon. Note To draw a line and force it to be aligned to the closer axis, horizontal or vertical, press and hold the Shift key while you click and drag. See <i>Forcing a Line Segment</i>
Note	Add a note to the Markup. From the toolbar click  icon. See <i>Adding a Note</i>

Option	Description
OLE	Insert a new or existing OLE entity to the Markup. See <i>Creating an OLE Markup Entity</i>
Polyline	Click and drag to draw a polyline. From the toolbar click  icon. Note To force a line segment in a Polyline entity to be aligned to the closer axis, horizontal or vertical, press and hold the Shift key while you click and drag for that line segment. See <i>Forcing a Line Segment</i>
Signoff	Create an approval stamp containing information about the Markup author, date and time of creation. See <i>Creating Signoff Entities</i>
Symbol	Click and drag a symbol to the Markup. From the toolbar click  icon. See <i>Creating Symbols</i>
Text	Add text to the Markup. From the toolbar click  icon. See <i>Adding Text</i>

Creating a Non-contiguous Freestyle Entity

- 1 Select **Entities > FreeStyle** from the Markup menu.

Note You can also click the Freestyle icon  from the Markup toolbar.

- 2 Click a point on the drawing where you want to start the freestyle entity.
- 3 Move the cursor to create the freestyle entity.
- 4 Click a point on the drawing where you want to interrupt the freestyle entity.
- 5 Click another point on the drawing where you want to restart the freestyle entity.

Note You can interrupt the freestyle entity as many times as you like by repeating steps 4 and 5.

- 6 Right-click to end the freestyle entity.

Creating a Contiguous Freestyle Entity

- 1 Select **Entities > FreeStyle** from the Markup menu.

Note You can also click the Freestyle icon  on the Markup toolbar.

- 2 Click a point on the drawing where you want to start the freestyle entity.
- 3 Move the cursor to create the freestyle entity.
- 4 Right-click to end the freestyle entity.

Adding a Leader

- 1 Select **Entities > Leader** from the Markup menu.

Note You can also click the Leader icon  from the Markup toolbar.

- 2 Click a point on the document where you want the leader to start.
- 3 Move the cursor to draw the leader.

Note To draw a leader and force it to be aligned to the closest axis, vertical or horizontal, hold the **Shift** key while moving the cursor.

- 4 To draw a leader with multiple line segments, repeat steps 2 and 3 as often as you like. You can click, then drag as often as you like.
- 5 Right-click to end the leader.

The **Text** dialog appears.

- 6 To change the font, click **Font**. The **Font** dialog appears.

From the **Font** drop-down list, select the type of font.

From the **Size** drop-down list, select the size of font.

Select the checkbox beside the font style(s).

Type the text that you want to attach to the leader, then click **OK**.

- 7 Right-click outside the text area to complete the modification.

The leader appears on the drawing and in the **Markup Navigation Tree**.

Note To edit the leader text, double-click the leader in the **Markup Navigation Tree** or in the workspace to open the **Text** dialog.

See Also *Forcing a Line Segment*

Forcing a Line Segment to Become Horizontal or Vertical

You can draw a line segment and force it to be aligned with the closer axis, horizontal or vertical. You can also take an existing line segment and have it align with the closer axis. The types of line segments that you can align are lines, line segments of leaders and polylines, and measure entities.

Note This procedure only works for measure entities that are drawn using **Free snap**.

- 1 To draw and force a line segment, press and hold the **Shift** key while you click and drag for that line segment.
To force an existing line segment, click and hold the left mouse button on the line segment, then press and hold the **Shift** key.
- 2 When you see that the line segment is horizontal or vertical, release the left mouse button, then release the **Shift** key.

Adding Text

With AutoVue, you can add text entities to a markup.

- 1 Select **Entities > Text** from the Markup menu.
Note You can also click the Text icon  from the Markup toolbar.
- 2 Click a point on the drawing where you want to add text.
The **Text** dialog appears.
- 3 To change the font, click **Font**. The **Font** dialog appears.
From the **Font** drop-down list, select the type of font.
From the **Size** drop-down list, select the size of font.
Select the checkbox beside the font style(s).
Type the text that you want to add, then click **OK**.
- 4 Right-click outside the text area to complete the modification.
The text appears on the drawing and in the **Markup Navigation Tree**.
- 5 To move the text box click and drag it.
- 6 Click and drag the frame handles to enlarge the text box.
Note To edit text, double-click the text in the **Markup Navigation Tree** or in the workspace to open the **Text** dialog.

Adding a Note

You can attach longer comments and notes to a markup with AutoVue's Markup Control Note Editor. A note is represented by a standard size graphical symbol labelled **Note**. To read the text inside, double-click the entity to open it or move the mouse over the entity to display the tooltip.

- 1 Select **Entities > Note** from the Markup menu.
Note You can also click the Note icon  from the Markup toolbar.
- 2 Click a point on the document where you want to insert the note.
The **Markup Control Note Editor** dialog appears.

- 3 Enter the text that you want in the note.
- 4 To modify the text, select **Formatting** and the format you want to apply.
- 5 Select **File > Information**.
The **Note Information** dialog appears.
Enter a **Name**, **Author** and **Key Words** for the note, then click **OK**.
- 6 Close the **Markup Control Note Editor** dialog.
The note appears on the drawing and in the **Markup Navigation Tree**.
- 7 Right-click outside the note area to complete the modification.
- 8 To move the note, click and drag it.

Note To edit a note, double-click the note symbol  in the workspace.
You can also select the note in the **Markup Navigation Tree**, right-click and select **Edit**, or double-click the note.

Viewing the List of Notes

You can view a list of the notes you added to a file. You can also print the notes or find a note in the workspace.

- 1 Select **Markup > List Notes** from the Markup menu.
The **List Notes** dialog appears.
- 2 To find a note, select the note from the list and click **Go To**.
AutoVue zooms into the selected note in the workspace.
Note You can also select the note from the **Markup Navigation Tree**, right-click and select **Go To**.
- 3 To print a note, select the note from the list.
Note To print more than one note, press the **Shift** or **Ctrl** key while selecting. To print all the notes in the list, click **Select All**.
Click **Print**. The **Note print options** dialog appears.
Note To print each selected note on a separate page, select **One note per page**.
Configure the print options, then click **OK**. The selected notes are printed.
- 4 Click **OK** to close the **List Notes** dialog.

Creating Signoff Entities

The signoff entity is an approval stamp containing information about the Markup author, date and time of creation. You create a signoff entity when the Markup file is finalized.

Note If you create an entity after the Signoff, the signoff entity disappears. The Signoff should be the last entity added to a Markup.

- 1 Select **Entities > Signoff** from the Markup menu.

Note You can also click the Signoff icon  on the Markup toolbar.

- 2 Click and drag to create a box on the drawing where you want the signoff. The **Signoff** dialog appears displaying details of the signoff.
- 3 Click **OK**.

The signoff entity is created and appears on the drawing and in the **Markup Navigation Tree**.

Rescinding the Signoff

You can rescind a signoff on a drawing.

- 1 Double-click the Signoff on the drawing or from the **Markup Navigation Tree**.

Note You can also select **Entities > Signoff** from the Markup menu. The **Signoff** dialog appears.

- 2 Click **Rescind**.

The signoff disappears from the drawing but remains in the **Markup Navigation Tree**.

Note To have the signoff re-appear on the drawing, double-click it from the **Markup Navigation Tree**, then click **Approve** in the **Signoff** dialog.

Viewing the History of a Signoff

- 1 Double-click the Signoff on the drawing or from the **Markup Navigation Tree**.

Note You can also select **Entities > Signoff** from the Markup menu. The **Signoff** dialog appears.

- 2 Click **History**.

The **Signoff History** dialog appears displaying the author, date and time the signoff was created.

- 3 Click **OK**.
- 4 Click **Cancel** to close the **Signoff** dialog.

Creating an OLE Markup Entity

In AutoVue, you can insert a new or an existing OLE object.

- 1 Select **Entities > OLE** from the Markup menu.
Note You can also click the OLE icon  on the Markup toolbar.
- 2 Click and drag to select the area on the drawing where you want to insert an **OLE** object.
The **Insert Object** dialog appears.
- 3 Click **Create New** to insert a new object and select the **Object Type** from the list.
- 4 Click **Create from File** to insert an existing object and enter the filename and path or click **Browse** to locate the file.
- 5 To display the object as an icon, click **Display As Icon**.
The icon that the object will be displayed as appears and the **Change Icon** button.
To change the icon, click **Change Icon**. The **Change Icon** dialog appears. Select the icon that you want to change to, then click **OK**.
Note The **Change Icon** button is only enabled if icons are available.
- 6 Click **OK** in the **Insert Object** dialog.
The object appears on the Markup.
Note If you selected **Display as Icon**, the selected icon appears as the object on the Markup.
- 7 Select **Entities > OLE** to exit or right-click in the workspace.
Note To open the object, double-click on it.

Adding Symbols

A **Symbol** is a graphical entity, such as a company logo. Before a graphic entity can be used as a symbol, it must be added to a **Symbol Library**.

In AutoVue, you can create a Symbol Library and add symbols to it. You can also add or remove symbols from existing libraries.

Creating a New Symbol Library

- 1 Select **Entities > Symbol** from the Markup menu.
The **Symbols** dialog appears.
Note You can also click the  icon in the Markup toolbar.
- 2 Click the **Libraries** tab.
- 3 Click **Create**.
The **Symbol Library** dialog appears.
- 4 Enter the **Library Name**, **Description**, **Author** and **Keywords**.

- 5 To add a symbol to the library, click **Add**.
The **Open** dialog appears.
- 6 Browse to locate the symbol you want to add, then click **Open**.
The file appears in the **Symbol Files** list.
Note To add more symbols, repeat steps 4 and 5. To remove a symbol, select the symbol and click **Remove**.
- 7 Close the **Symbols** dialog.

Adding a Symbol to a Library

- 1 Select **Entities > Symbol** from the Markup menu.
The **Symbols** dialog appears.

Note You can also click the  icon in the Markup toolbar.
- 2 Click the **Symbols** tab.
- 3 From the **Symbol Library** drop-down list, select the library that you want to add a symbol.
- 4 Click **Add Symbol**.
The **Symbol Definition** dialog appears.
Enter the **Source file**, **Symbol Name** and **Description** or click **Browse** to locate the source file.
- 5 Click **OK**.
The symbol appears under **Drag and drop a Symbol onto AutoVue** in the Symbols dialog.
Note To add more than one symbol, repeat steps 4 and 5.
- 6 Close the **Symbols** dialog.

Editing a Symbol Library Information

- 1 Select **Entities > Symbol** from the Markup menu.
The **Symbols** dialog appears.

Note You can also click the  icon in the Markup toolbar.
- 2 Click the **Libraries** tab.
- 3 From the **Symbol Libraries** list, select the library that you want edit the information.
- 4 Click **Edit**.
The **Symbol Library** dialog appears.
- 5 Edit the information.
- 6 Click **OK**.

- 7 Close the **Symbols** dialog.

Deleting a Symbol from a Library

- 1 In the **Symbols** dialog, click the **Symbols** tab.
- 2 From the **Symbol Library** drop-down list, select the library that you want to delete a symbol.
- 3 The symbols appear **Drag and drop a Symbol onto AutoVue**.
- 4 Select the symbol you want to delete, then click **Delete**.
The library disappears from the list and from the **Symbol Library** drop-down list under the **Symbols** tab.
- 5 Close the **Symbols** dialog.

Deleting a Symbol Library

- 1 In the **Symbols** dialog, click the **Libraries** tab.
- 2 From the **Symbol Libraries** list, select the library that you want to delete.
- 3 Click **Delete**.
The library disappears from the list and from the **Symbol Library** drop-down list under the **Symbols** tab.
- 4 Close the **Symbols** dialog.

Adding a Symbol to a File

- 1 Select **Entities > Symbol** from the Markup menu.
The **Symbols** dialog appears.

Note You can also click the  icon in the Markup toolbar.

- 2 Click the **Symbols** tab.
 - 3 From the **Symbol Library** drop-down list, select the library that you want to select a symbol from.
The symbols appear under **Drag and drop a Symbol onto AutoVue**.
 - 4 Click **Isotropic** if you want to scale the symbol proportionately.
Click **Anisotropic** if you want to scale the symbol disproportionately.
 - 5 Click and drag the symbol onto the workspace.
 - 6 Release the mouse button.
The symbol appears on the drawing and in the **Markup Navigation Tree**.
- Note** To add more symbols, repeat steps 3 to 5.
- 7 Close the **Symbols** dialog.

Working with Hyperlinks

A hyperlink is a link between the current file and the new file or application. You can create hyperlinks within your current file so that your files and applications outside AutoVue are only a click away. The main benefit of adding hyperlinks to a file is that you can gather all files of related information into one file with the files kept separate. In other words, the files may be accessible from one location but the information is referenced, not duplicated. This ensures a manageable file size when loading. If changes need to be made to a linked file, they need to be done in one location — to the linked file itself.

Creating a Hyperlink

- 1 Select **Markup > Hyperlink > Establish** from the Markup menu.
- 2 Click a point on the document where you want to place the hyperlink.
The **Establish Hyperlink** dialog appears.
- 3 Enter a **Link Name**.
- 4 Enter a **Link Description** (optional).
- 5 From the **Link to** drop-down list, select the type of link.
For example, **Data File** opens a document file, whereas **Application** opens an application other than AutoVue.
The link change according to the selected link.
- 6 Click **Browse** to locate the **Data file** or application and its path that you want to link to or enter the information manually.
Note For **Application**, ensure that the executable file is selected. For example, mspaint.exe.
- 7 To change the hyperlink icon, click **Set Icon**. The **Open** dialog appears.
Enter the **file name** or browse to locate the bitmap file that you want to use as the icon, then click **Open**.
- 8 Click **OK** in the **Establish Hyperlink** dialog.
The hyperlink appears on the Markup.
Note If you changed the icon, the selected icon appears as the hyperlink on the Markup.

Firing a Hyperlink

- 1 To fire a hyperlink, double-click on it from the workspace.
The hyperlink file opens in the window you selected in the **Establish Hyperlink** dialog.

Note You can also fire a hyperlink by selecting it, then right-clicking and selecting **Hyperlinks > Fire** from the pop-up menu or selecting **Hyperlink > Fire** from the Markup menu.

Editing a Hyperlink

- 1 In the **Markup Navigation Tree** or from the workspace, select the hyperlink that you want to edit.
- 2 Select **Markup > Hyperlink > Edit** from the Markup menu.
The **Establish Hyperlink** dialog appears.
Note You can right-click a hyperlink in the **Markup Navigation Tree** and select **Edit** from the pop-up menu.
- 3 Edit the information that you want.
- 4 Click **OK**.
The changes are saved.

Deleting a Hyperlink

- 1 In the **Markup Navigation Tree** or from the workspace, select the hyperlink that you want to delete.
- 2 Select **Markup > Hyperlink > Break** or **Markup > Delete** from the Markup menu.
The hyperlink is deleted from the file.
Note You can also delete a hyperlink by right-clicking it in the **Markup Navigation Tree** and selecting **Delete** from the pop-up menu.

Viewing List of Hyperlinks

- 1 Select **Markup > Hyperlink > List** from the Markup menu.
The **List Hyperlinks** dialog appears listing the hyperlinks.
Note You can right-click in the workspace and select **Hyperlinks > List** from the pop-up menu.
Note You can fire a hyperlink by selecting the hyperlink and clicking **Fire**.
- 2 Click **OK**.

Viewing History of a Hyperlink

AutoVue lets you view information about a hyperlink's path. From a file that is launched from a hyperlink, you can see what document invoked the hyperlink.

- 1 From the hyperlink file, select **File > Markup** from the AutoVue main menu.
- 2 Select **Markup > Hyperlink > History** from the Markup menu. The **Hyperlink History** dialog appears listing the path linking the hyperlink file to the file that invoked the hyperlink.
- 3 To jump to the file where you fired the hyperlink from, select the path in the **Hyperlinks History** dialog.
- 4 Click **Jump to**.
Note You can also go back by right-clicking in the hyperlink file and selecting **Go Back** from the pop-up menu.

Creating Markup Measure Entities

When marking up files, in addition to all the markup options available, you can create markup measure entities. The measure options in Markup mode work slightly different than in View mode. For information on marking up files, **see *Marking Up Files***.

When measuring in Markup mode, the specified measurement lines and values are displayed on the current active markup layer as entities. These entities can be moved, resized, hidden or deleted. You can also modify the font of a measure entity, align a “free snap” measure entity to the horizontal or vertical axis, as well as add units of measure and symbols to a measurement and have them appear on the drawing.

In Markup mode, you can choose from several measure options to create markup measure entities. You can access the measure options from the **Analysis > Measure** menu. The options are:

Option	Description
Angle	Measure the angle between selected points. From toolbar click  icon.
Arc	Measure an arc entity. From toolbar click  icon.
Area	Measure a selected area. From toolbar click  icon.

Option	Description
Distance	Measure the distance between two points. From toolbar click  icon.

Measuring Distance

Use the **Distance** option to measure the distance between two specific points.

Note If you want a markup entity for the measurement, you must ensure that **Add Distance** is selected in the **Measurement** dialog.

- 1 Select **Analysis > Measure** from the Markup menu.
The **Measurement** dialog appears.

Note You can also click the Distance icon  on the Markup toolbar.

- 2 Click the **Distance** tab.
- 3 From the **Measured Distance Units** drop-down list, select the unit in which you want to measure the distance.
- 4 Click a point on the drawing to define the starting point.
- 5 Click another point on the drawing to define the end point.
The measured line path appears as an entity on the current active markup.
- 6 Drag to move the measured line path.
- 7 Click on the measured line path.
The measurement and unit appear as an entity on the current active markup layer. The measured distance, Delta-X and Delta-Y appear in the **Measurement** dialog.
- 8 Click and drag the frame handles to change the size of the box.
- Note** Click **Reset** to take another measurement.
- 9 Click **Close** to close the **Measurement** dialog.

See Also *Modifying Measurement Markup Entities*

Measuring Cumulative Distance

Use the **Cumulative Distance** option to measure the distance along a path of multi-faceted (adjoining) points.

Note If you want a markup entity for the measurement, you must ensure that **Add Distance** is selected in the **Measurement** dialog.

- 1 Select **Analysis > Measure** from the Markup menu.
The **Measurement** dialog appears.

Note You can also click the Distance icon  on the AutoVue toolbar.

- 2 Click the **Distance** tab.
- 3 From the **Measured Distance Units** drop-down list, select the unit in which you want to measure the distance.
- 4 Select **Cumulative**.
- 5 Click a point on the drawing to define the starting point.
- 6 Continue clicking points along the path that you want to measure. Each point is joined by a line.
- 7 Right-click to complete the measurement.
The measured line path, measurement and unit appear as an entity on the current active markup layer. The cumulated measured distance, Delta-X and Delta-Y appear in the **Measurement** dialog.
- 8 Click and drag the frame handles to change the size of the box.

Note Click **Reset** to take another measurement.

- 9 Click **Close** to close the **Measurement** dialog.

See Also *Modifying Measurement Markup Entities*

Calibrating Distance

- 1 Measure the distance between two points or measure cumulative distance.

See *Measure Distance*

- 2 In the **Measurement** dialog, click **Calibrate**.
The **Distance Calibration** dialog appears displaying the measured distance.
- 3 In the **Distance** drop-down list, select the unit to which you want to calibrate the distance.
Click **Calibrate to** and enter a value if you want to calibrate the distance to a value.
Click **Set Factor** and enter a value if you want to calibrate the distance by a factor.
- 4 Click **OK**.
The calibration result appears in the **Measurement** dialog.
- 5 Click **Close** to close the **Measurement** dialog.

Measuring Area

Use the **Area** option to measure the area and perimeter of a region.

Note If you want a markup entity for the measurement, you must ensure that **Add Area** is selected in the **Measurement** dialog.

- 1 Select **Analysis > Measure** from the Markup menu. The **Measurement** dialog appears.

Note You can also click the Area icon  on the Markup toolbar.

- 2 Click the **Area** tab.
 - 3 From the **Measured Area Units** drop-down list, select the unit in which you want to measure the area.
From the **Perimeter Units** drop-down list, select the unit in which you want to measure the perimeter.
 - 4 To cumulate a **Net Area Result** of different areas, select **Add** in the **Measurement** dialog.
To subtract an area from the **Net Area Result**, select **Subtract**.
Select **Clear** to clear the **Net Area Result**.
 - 5 Click a point on the drawing to define the starting point.
 - 6 Continue clicking points on the drawing to define the area you want to measure.
Each point is joined by a line.
 - 7 Right click to complete the measurement.
The measured line path, measurement and unit appear as an entity on the current active markup layer. The area and perimeter measurements appear in the **Measurement** dialog.
 - 8 Click and drag the frame handles to change the size of the box.
- Note** Click **Reset** to take another measurement.
- 9 Click **Close** to close the **Measurement** dialog.

See Also *Modifying Measurement Markup Entities*

Measuring an Angle

Use the **Angle** option to measure the angle between points on a drawing.

Note If you want a markup entity for the measurement, you must ensure that **Add dimensions** is selected in the **Measurement** dialog.

- 1 Select **Analysis > Measure** from the Markup menu.
The **Measurement** dialog appears.

Note You can also click the Angle icon  on the Markup toolbar.

- 2 Click the **Angle** tab.

- 3 From the **Measured Angle Units** drop-down list, select the unit in which you want to measure the angle.
- 4 Click points on the drawing to define the angle you want to measure. The points are joined by angle arms with an arc connecting them.
- 5 Click again to complete the measurement.
The measured line path, angle measurement and unit appear as an entity on the current active markup layer and in the **Measurement** dialog.
- 6 Click and drag to change the size of the arc.
- 7 Click and drag the frame handles to change the size of the box.
Note Click **Reset** to take another measurement.
- 8 Click **Close** to close the **Measurement** dialog.

See Also *Modifying Measurement Markup Entities*

Measuring an Arc

Use the **Arc** option to define an arc in the drawing and measure its radius, center and diameter.

Note If you want a markup entity for the measurement, you must ensure that **Add Radius** or **Add Diameter** is selected in the **Measurement** dialog.

- 1 Select **Analysis > Measure** from the Markup menu.
The **Measurement** dialog appears.

Note You can also click the Arc icon  on the Markup toolbar.
- 2 Click the **Arc** tab.
- 3 From the **Arc Info** drop-down list, select the unit in which you want to measure the arc.
- 4 From the **Measured Angle Units** drop-down list, select the unit in which you want to measure the angle.
- 5 Select **Add Radius** if you want to measure the radius of the arc.
Select **Add Diameter** if you want to measure the diameter of the arc.
- 6 Click points on the drawing to define the arc you want to measure. The points are joined by an arc.
- 7 Click again to complete the measurement.
The measured line path, arc measurement and unit appear as an entity on the current active markup layer and in the **Measurement** dialog.
- 8 Click and drag the box anywhere on the drawing.
Click and drag the frame handles to change the size of the box.
Note Click **Reset** to take another measurement.
- 9 Click **Close** to close the **Measurement** dialog.

*See Also **Modifying Measurement Markup Entities***

Calibrating an Arc

- 1 Measure an arc in the drawing.
See *Measuring an Arc*
- 2 In the **Measurement** dialog, click **Calibrate**.
The **Distance Calibration** dialog appears displaying the measured distance.
- 3 From the **Distance** drop-down list, select the unit to which you want to calibrate the distance.
Click **Calibrate to** and enter a value if you want to calibrate to a value.
Click **Set Factor** and enter a value if you want to calibrate by a factor.
- 4 Click **OK**.
The calibration result appears in the **Measurement** dialog.
- 5 Click **Close** to close the **Measurement** dialog.

Printing

With AutoVue, you can print and preview files. Original files can be printed on their own or with associated Markups and Overlays. You can also choose which Markup layers to make visible so that they can print.

With the **Batch Print** option, you can send a list of files to print at the same time.

When printing a file, there are print properties that you can define. The properties are:

Option	Description
Print	Define the print options. See <i>Configuring the Print Options</i>
Margins	Define the margin settings. See <i>Setting the Print Margins</i>
Headers/Footers	Define the headers/footers to be included on every page printed. See <i>Adding a Header/Footer</i>
Watermark	Define the watermark to be included on every page printed. See <i>Adding a Watermark</i>
Stamps	Define the stamp to be included on every page printed. See <i>Adding a Stamp</i>

Print Options

With the **Options** tab, you can define print options for the printed file. The options are:

Option	Type	Description
Print to File		Click to print to file and not to a printer.
Modify		Sets printer properties, such as printer, paper size, orientation, etc.

Option	Type	Description
Scaling	Fit to page	Scales the image to fit on the output page.
	Factor	Scales the image according to the scaling factors that you have manually entered in the input fields. Note Units can be entered as inches, millimeters or pixels.
	Scale	Scales the image according to percentage. You can select a predefined scaling factor or manually enter a customer scaling factor. Note Decimal places are excepted.
Document Pages		Sets the document pages to print: All , Current or Range .
Alignment/Offset		Specifies where the drawing will appear on the print out.
Page Area	Extents	Prints the extents of the document.
	Displayed	Prints the area displayed in the View window.
	Limits	Limits printing to one page when the scaling options selected causes a single document page to span over multiple printer pages. Note Option is only enabled when Current is selected for Document Pages.
	Selected	Prints the area selected in the View window. Note Option will only be enabled when Current is selected for Document Pages.
Force to Black		Forces all colors to black.
Output a single page		Prints file on a single page.
Print Row Headers		Prints row headers. Note Option is only enabled for spreadsheets, archive and database files.

Option	Type	Description
Print Column Headers		Prints column headers. Note Option is only enabled for spreadsheets, archive and database files.
Partial Preview		Displays a view of the printer page, highlighting the printable area.
Number of Copies		Select the number of copies you want to print of the file.

Configuring the Print Options

- 1 Select **File > Print** from the AutoVue main menu.
The **Print Properties** dialog appears.

Note You can also click the Print icon  on the AutoVue toolbar.
- 2 Click the **Options** tab.
- 3 Configure the print options.
See *Print Options*
- 4 Configure other print options.
See *Adding a Header/Footer*
Setting the Print Margins
Adding a Watermark
Adding a Stamp
- 5 To view a partial view of the file, click **Partial Preview**.
The **Partial Preview** dialog appears.
See *Partial Preview of a File*
- 6 Click **OK** to print.
The **Print** dialog appears indicating the document is printing.
See Also *Previewing a File Before Printing*

Print Margins

With the **Margin** tab, you can define the top, bottom, right and left margins for the printed file. You can define:

Option	Description
Margins	Set the value for the Left , Top , Right and Bottom margins.
Minimum	Sets the acceptable minimum margins for the selected printer.
Override printer-minimum margins	If selected, overrides the minimum margins for the selected printer.
Units	Specify the unit for the margins.

Setting the Margins

- 1 Select **File > Print** from the AutoVue main menu.
The **Print Properties** dialog appears displaying the **Options** tab.
Note You can also click the Print icon  on the AutoVue toolbar.
- 2 Click the **Margins** tab.
- 3 Enter the margin size that you want for **Left**, **Top**, **Right** and **Bottom** or click **Minimum** if you want to set the margins to the minimum acceptable for the selected printer.
Select the checkbox **Override printer-minimum margins** if you want to override the minimum margins set for the printer.
Note When you click **Minimum**, the minimum margins allowable automatically appear in the **Margins**.
- 4 From the **Units** drop-down list, select the unit in which you want to set the margins at.
- 5 Configure other print options.
See **Configuring the Print Options**
Adding a Header/Footer
Adding a Watermark
Adding a Stamp
- 6 To view a partial view of the file, click **Partial Preview**.
The **Partial Preview** dialog appears.
See **Partial Preview of a File**

- 7 Click **OK** to print.
The **Print** dialog appears indicating the document is printing.
See Also *Previewing a File Before Printing*

Header/Footer

From the **Headers/Footers** tab of the **Print Properties** dialog, you can define the headers and footers that you want to print on every page of the document. You can enter the text manually or choose from a list of **Insert Codes**.

The list of insert codes are:

- %f: Full path of document
- %v: Document Drive
- %d: Document Directory
- %b: Document Base name
- %e: Document file extension
- %n: Total document pages
- %p: Current page number
- %N: Total tiled-pages
- %P: Current tile number
- %Y: Date: Year
- %M: Date: Month
- %D: Date: Day
- %W: Date: Day of week
- %H: Time: Hour
- %U: Time: Minute
- %S: Time: Seconds
- %r: New line
- %F: Native Print Settings (Excel)

Note A literal percentage mark is entered manually as %%.

Adding a Header and Footer

In the **Headers/Footers** tab, you can manually enter text or choose from a list of **Insert Codes** to appear in the headers and footers. You can also print system variables.

- 1 Select **File > Print** from the AutoVue main menu.
The **Print Properties** dialog appears displaying the **Options** tab.

Note You can also click the Print icon  on the AutoVue toolbar.

- 2 Click the **Headers/Footers** tab.
- 3 Click in the **Left**, **Center** or **Right** text box to specify where you want the text to appear in the header and footer, then enter the text.

Note You can have text appear in the **Left**, **Center** and **Right** of a header and footer.

- 4 To **Insert Code** in the header or footer, click **Left**, **Center** or **Right**, then select a code from the drop-down list.

For example, if you select **%n: Total document pages** the total number of pages for the selected file will appear in the header and footer.

- 5 To change the Font, click **Font**. The **Font** dialog appears. Configure the font, then click **OK**.
- 6 In the **Print Properties** dialog, configure other print properties.

See *Configuring the Print Options*

Setting the Print Margins

Adding a Watermark

Adding a Stamp

- 7 To view a partial view of the file, click **Partial Preview**. The **Partial Preview** dialog appears.

See *Partial Preview of a File*

- 8 Click **OK** to print. The **Print** dialog appears indicating the document is printing.

See Also *Previewing a File Before Printing*

Native Print Settings

You can choose to included predefined headers and footers when printing an Excel file from AutoVue.

- 1 From the **Print Properties** dialog, click the **Headers/Footers** tab.
- 2 Under **Headers** and **Footers**, click inside the **Left**, **Center** and **Right** boxes corresponding to the header or footer position in the original file.
- 3 Select **%F: Native Print Settings (Excel)** from the **Insert Code** drop-down list.
- 4 Click **OK** to print. The Excel file's headers and footers are printed.

Watermarks

With the **Watermark** tab, you can specify a watermark that will appear on a printed file. When printing a watermark, it appears transparent on the file contents. You can choose a horizontally or vertically oriented watermark.

In addition to entering text, you can:

- set the type, size and style of font
- insert Watermark information
- print system variables

To insert Watermark information, AutoVue provides a list of codes that you can choose from. These codes are:

- %f: Full path of document
- %v: Document Drive
- %d: Document Directory
- %b: Document Base name
- %e: Document file extension
- %n: Total document pages
- %p: Current page number
- %N: Total tiled-pages
- %P: Current tile number
- %Y: Date: Year
- %M: Date: Month
- %D: Date: Day
- %W: Date: Day of week
- %H: Time: Hour
- %U: Time: Minute
- %S: Time: seconds
- %r: New line

Note A literal percentage mark is entered manually as %%.

Adding a Watermark

- 1 Select **File > Print** from the AutoVue main menu.
The **Print Properties** dialog appears displaying the **Options** tab.

Note You can also click the Print icon  on the AutoVue toolbar.

- 2 Click the **Watermark** tab.
- 3 Enter the **Watermark Text** that you want to appear on the file.

To insert a code in the watermark, select a code from the **Insert Code** drop-down list.

For example, if you select **%n: Total document pages**, the total number of pages for the selected file will appear in the Watermark.

Note You can insert more than one code.

- 4 To set the orientation of the watermark, click **Diagonal, Horizontal or Vertical**.
- 5 To change the Font, click **Font**. The **Font** dialog appears. Configure the font, then click **OK**.
- 6 In the **Print Properties** dialog, configure other print properties.
See *Configuring the Print Options*
Setting the Print Margins
Adding a Header/Footer
Adding a Stamp
- 7 To view a partial view of the file, click **Partial Preview**. The **Partial Preview** dialog appears.
See *Partial Preview of a File*
- 8 Click **OK** to print.
The **Print** dialog appears indicating the document is printing.
See Also *Previewing a File Before Printing*

Adding a Stamp

With the **Stamps** tab, you can set the position and size of a stamp to print over the current file. You also have the option to include the stamp on every page of the printed file. When printing, the stamp hides any area of the print file that it covers.

- 1 Select **File > Print** from the AutoVue main menu.
The **Print Properties** dialog appears displaying the **Options** tab.
Note You can also click the Print icon  on the AutoVue toolbar.
The **Print Properties** dialog appears.
- 2 Click the **Stamps** tab.
- 3 Click **Add**.
The **Open** dialog appears.
- 4 Enter a **File name** or browse to locate the file that you want to use as a stamp.
The file appears in the **Print Properties** dialog.

- 5 Click the **Page selections** to specify the pages that you want the stamp to appear on.
- 6 To set the **Position** of the stamp, enter the width in the first field, then length.
Note You can also change the position by clicking and dragging the box in the **Preview** window.
- 7 To set the **Size** of the stamp, enter the width in the first field, then length. The size of the stamp is represented in the **Preview** area.
Note You can also change the size by clicking and dragging the handles on the box in the **Preview** window.
- 8 From the **Units** drop-down list, select the unit in which you want to set for the width and length of the stamp.
Note To add more than one stamp to a file, repeat steps 3 to 8.
Note To remove a stamp, select the stamp and click **Remove**.
- 9 In the **Print Properties** dialog, configure other print properties.
See *Configuring the Print Options*
Setting the Print Margins
Adding a Header/Footer
Adding a Watermark
- 10 To view a partial view of the file, click **Partial Preview**.
The **Partial Preview** dialog appears.
See *Partial Preview of a File*
- 11 Click **OK** to print.
The **Print** dialog appears indicating the document is printing.
See Also *Previewing a File Before Printing*

Partial Preview of a File

The **Partial Preview** dialog displays the printable area on top of the page area so that users can have a clear idea of what will be printed.

Note Option is only enabled when **Current** is selected from **Document Pages**.

- 1 Configure the print properties.
See *Configuring the Print Options*
Setting the Print Margins
Adding a Header/Footer
Adding a Watermark
Adding a Stamp

- 2 Click **Partial Preview** in the **Print Properties** dialog.
The **Partial Print Preview** dialog appears. The **Partial Preview** dialog highlights the area that will be printed. The **Paper size**, **Printable Area** and **Drawing Area** are displayed.
- 3 Click **OK** to close the **Partial Preview** dialog.
See Also *Previewing a File Before Printing*

Previewing a File Before Printing

You can preview a print copy of the current active file on screen according to your printer's capabilities and the print property settings.

- 1 View the file in AutoVue.
- 2 Select **File > Print Preview** from the AutoVue main menu.
The **Print Properties** dialog appears.

Note You can also click the Print Preview icon  on the AutoVue toolbar.

- 3 Configure the print properties.
See *Configuring the Print Options*
Setting the Print Margins
Adding a Header/Footer
Adding a Watermark
Adding a Stamp

- 4 Click **OK**.
The file appears in Print Preview Mode in the **Print Preview** window.
Note You can print the file from the **Print Preview** window by clicking **Print**. You can also zoom in and out of a file, as well as navigate from one page to another of a multi-page file.
- 5 Click **Close** to close the **Print Preview** window.

Printing a File

In AutoVue you can print original files along with their Markup files and selected Markup layers together so that they appear as one file.

- 1 Open the file you want to print.
To print the associated Markups, open the Markup file(s) you want to print.

If you are printing Markup file(s) and you want to print the visible layers, select **Modify > Markup Layers** from the Markup menu, then from the **Markup Layers** dialog select the Markup layers you want visible.

- 2 Select **File > Print** from the AutoVue main menu.

The **Print Properties** dialog appears displaying the **Options** tab.

Note You can also click the Print icon  on the AutoVue toolbar.

- 3 Configure the print properties.

See *Configuring the Print Options*

Setting the Print Margins

Adding a Header/Footer

Adding a Watermark

Adding a Stamp

- 4 To view a partial view of the file, click **Partial Preview**.

The **Partial Preview** dialog appears.

See *Partial Preview of a File*

- 5 Click **OK** to print.

The **Print** dialog appears indicating the document is printing.

See Also *Previewing a File Before Printing*

Batch Printing

With the **Batch Print** option you can send a list of files to print at the same time. You can also generate a batch by simultaneously opening all the files included in the batch print.

- 1 Select **File > Batch Print** from the AutoVue main menu.

The **Batch Print** dialog appears.

- 2 To add a file to the **List of files to be printed**, click **Add**. The **Open** dialog appears.

Enter the **File name** or browse to locate the file(s) that you want to add, then click **Open**.

The file(s) appears in the **List of files to be printed**.

Note To add more files to the list, repeat steps 2 to 4. To remove a file(s), select the file from the **List of files to be printed** and click **Remove**.

- 3 Click **OK** in the **Batch Print** dialog.

The **Print Properties** dialog appears.

- 4 Configure the print properties.

See *Configuring the Print Options*

Setting the Print Margins

Adding a Header/Footer

Adding a Watermark

Adding a Stamp

- 5 Click **OK** to print.
The **Print** dialog appears indicating the document is printing.

Customizing AutoVue

There are configuration options that allow you to customize the AutoVue work environment. You can define the type of information copied to the clipboard, create tools to automate a variety of functions, including creating a hot key or access key. You can also customize toolbars and thumbnails to display according to your preferences. You can access the configuration options from the **Options** menu.

Defining the Clipboard

With the **Clipboard Options** you can define the type of information copied to the clipboard for later transfer to other applications.

The types of information that you can copy for raster, spreadsheet, document and database files are:

Type	Description
DIB	The acronym for Device Independent Bitmap and refers to the hardware information that is used to create a conversion bitmap.
Bitmap	A rectangular array of colors representing a pixel bit map image.
Palette	Refers to color image information.
Metafile	A file storing the commands necessary for a Windows application to recreate a vector format image.
Text	Refers to ASCII formatted text.
RTF	Acronym for Rich Text Format and refers to the formatting information found in documents that allow fonts, margins and tabs to remain in documents.
Include Headings	Refers to displaying the row and column titles for databases and spreadsheets.

To define clipboard options:

- 1 Select **Options > Clipboard** from the AutoVue main menu.
- 2 The **Clipboard Options** dialog appears.

- 3 Under the different file types, click the type of information that you want to copy to the clipboard.
- 4 Click **OK**.

Copying Information

- 1 Select **Edit > Select** from the AutoVue main menu.
- 2 Click and drag to select the area you want to copy.
- 3 Select **Edit > Copy**.
The information is copied to the clipboard.
- 4 Launch the application that you want to copy the information to.
- 5 Paste the information.

Tools

Tools are shortcuts for commonly repeated tasks. You can create tools to automate a variety of function such as importing objects, files and applications into the user interface; running a script file; connecting AutoVue to Dynamic Data Exchange (DDE) servers and linking to Dynamic Link Library (DLL) loads.

Adding a Tools Menu Item

- 1 Select **Options > Customize Tools** from the AutoVue main menu.
The **Add Tool Menu Item** dialog appears.
- 2 Click **Add**.
The **Configure Tools Menu Item** dialog appears.
- 3 Enter a **Menu Item Name**.
- 4 Click a **Menu Item Action**.
- 5 Click **Application** to launch an outside application.
Click **Script File** to launch a script file.
Click **DDE Server** to send DDE commands to a server application.
Click **DLL** to invoke a DLL.
- 6 Enter the name and path of the executable file, or click **Browse** to locate the specific file or application.
If you selected **Application**, click **Configure**. The **Link to Application** dialog appears. Enter the **Command Line** to launch an application, then click **OK**.
If you selected **Script File**, click **OK**.

If you selected **DDE Server**, click **Configure**. The **Link to DDE** dialog appears. Enter the **Topic** and **Commands**, click **Start Application**, then click **OK**.

If you selected **DLL Load**, click **Configure**. The **Link to DLL** dialog appears. Enter the **Entry Function** to invoke a DLL, then click **OK**.

7 Enter a **Menu Item Description**.

8 Click **OK**.

The **Menu Item** appears under **Options > Customize Tools**.

9 Click **OK** to close the **Add Tool Menu Item** dialog.

Creating a Hot Key

1 Select **Options > Customize Tools** from the AutoVue main menu. The **Add Tool Menu Item** dialog appears.

2 Click **Add**.

The **Configure Tools Menu Item** dialog appears.

3 Enter an ampersand **&** before the **Menu Item Name**.

For example, if you entered the menu item name **&Application**. The letter **A** after the **&** will be the hotkey.

4 Click **OK**.

The menu item appears under **Options > Customize Tools** with the letter **A** underlined.

5 Click **OK** to close the **Add Tool Menu Item** dialog.

Note To activate the hotkey, hold the **Alt** key while pressing **T** and then **A**.

Modifying a Tools Menu Item

1 Select **Options > Customize Tools** from the AutoVue main menu. The **Add Tool Menu Item** dialog appears.

2 Under **Menu Contents**, select the item that you want to modify.

3 Click **Modify**.

The **Configure Tools Menu Item** dialog appears.

4 Make the necessary changes.

5 Click **OK**.

6 Click **OK** to close the **Add Tool Menu Item** dialog.

Moving a Tools Menu Item

1 Select **Options > Customize Tools** from the AutoVue main menu. The **Add Tool Menu Item** dialog appears.

- 2 From the **Menu Contents** list, select the item that you want to move.
- 3 Click **Up** or **Down** to move the item to where you want in the list.
- 4 Click **OK** to close the **Add Tool Menu Item** dialog.

Deleting a Tools Menu Item

- 1 Select **Options > Customize Tools** from the AutoVue main menu.
The **Add Tool Menu Item** dialog appears.
- 2 From the **Menu Contents** list, select the item that you want to delete.
- 3 Click **Delete**.
The item disappears from the list.
- 4 Click **OK** to close the **Add Tool Menu Item** dialog.

Customizing Toolbars

In AutoVue, you can customize the toolbars to have them float freely or docked to the window frame. You can also change the background color of the toolbars.

To customize toolbars:

- 1 Select **Options > Customize Toolbars** from the AutoVue main menu.
The **Toolbar Settings** dialog appears.
- 2 Click the checkbox beside the toolbars that you want to display or clear the checkmark beside the toolbars that you want to hide.
- 3 Click the **Toolbar button size** that you want the buttons to appear on the toolbars.
- 4 Click **OK**.
The selected toolbars are changed.

Configuring the Mail Utility

At the time of installation, AutoVue integrates with MAPI compliant mail utilities that are installed on your computer, such as Microsoft Outlook. Electronic mail can then be accessed from within AutoVue, with the option to send a message only, send a message with links to Markup files or send a message with copies of Markup files.

The graphical interface and mailing options that are available to you are determined by the MAPI compliant mail utility you are using. AutoVue automatically attaches the current active file to messages when the **Mail** option is activated. However, Markup files associated with the original file are left for you to select and attached to your mail message.

To configure the mail utility:

- 1 Select **Options > Configure Mail** from the AutoVue main menu.
The **Mail Options** dialog appears.
- 2 From the **Mail using** drop-down list, select the type of MAPI compliant mail utility you are using.
- 3 Click the **Mailing Preferences** that you want.
- 4 Click **OK** to close the **Mail Options** dialog.

Activating the Mail Utility

At the time of installation, AutoVue integrates with MAPI compliant mail utilities that are installed on your computer, such as Microsoft Outlook.

From AutoVue, you can access electronic mail with the option to send a message only, send a message with links to Markup files or send a message with copies of Markup files, for more information *see **Configuring the Mail Utility***.

To access electronic mail:

- 1 Select **File > Mail** from the AutoVue main menu.
The mail utility installed on your computer is launched.
Note When saving a Markup file, you can click **Notify** from the **Save** or **Save As** dialog to launch the mail utility.

Configuring your Scanner with AutoVue

You can capture images and then save and export them in a variety of file formats from with AutoVue when you are using a TWAIN compliant scanner.

Note When assigning a filename to a scanned image, remember that the file extension specifies the file type and that it is based on the supported conversion file formats for AutoVue. If a file and path is not specified for the newly scanned file, AutoVue will assign a random name to the new file and place it in the **C:\TEMP** directory.

- 1 Install the scanner according to the manufacturer's directions.
- 2 Launch AutoVue.
- 3 Select **File > Source** from the AutoVue main menu.
The **Select Source** dialog appears.
- 4 From the drop-down list, select the type of TWAIN compliant scanner you are using.
- 5 Click **Select**.

- 6 Click **OK**.

Note To scan an image, select **File > Acquire** from the AutoVue main menu, then follow the prompts and dialogs provided by your scanner's accompanying software. For additional information, refer to the scanner manuals.

Thumbnails

Thumbnails allow you to build a visual representation of the entire contents of a directory in a thumbnails folder. Miniature visuals of the thumbnails folder file contents is created, known as thumbnails, to help you preview files.

Also available is a generic customized icon that is particularly helpful for identifying files that are more readily acknowledged by their file type. For example, a word-processing document located in a directory where the majority of the files are graphic formats. As files are modified, their thumbnails can be updated quickly and easily. AutoVue stores thumbnails information in the **avwin/folders** directory.

Customizing Thumbnails

You can customize thumbnails to display according to your preferences.

- 1 Select **Options > Configure Thumbnails** from the AutoVue main menu. The **Configure Thumbnails** dialog appears.
Note You can also configure thumbnails by selecting **Thumbnails > Configuration** from the **Thumbnails** window.
- 2 Select the **Size** in pixels of the thumbnails.
Note You can customize the size of the thumbnails by clicking **Custom** and entering a value.
- 3 Enter the **Space** between thumbnails.
Note The space between thumbnails must be between 2 and 20.
- 4 Click the **File Details** that you want to display in the thumbnail. Click **Full** if you want to display the filename, size, date and time of creation. Click **Partial** if you want to only display the filename.
- 5 Click **OK**.
- 6 To close the **Thumbnails** window, select **Thumbnail > Exit Thumbnails** or click the Exit Thumbnails  icon.

Creating a Thumbnail Folder

Note If a thumbnails folder already exists for the current directory, the **Thumbnails** window will appear displaying the thumbnails.

- 1 Select **Options > Display Thumbnails** from the AutoVue main menu. The **New Folder** dialog appears.

Note You can also click the Display Thumbnails icon  on the AutoVue toolbar.

- 2 Click **Create**.

Autovue creates the thumbnails folder for the current directory and the **Thumbnails** window appears displaying the thumbnails for that folder.

Note This may take a few minutes depending on the size and number of files in the folder. If the thumbnails folder is taking to long to create, you can skip it by clicking **Skip** in the **New Folder** dialog. To resume creating the folder, select **Thumbnail > Update All**.

Viewing a Thumbnail Folder

You can display thumbnail folders from **View** or **Markup** mode.

Note If a thumbnails folder does not exist for the current directory, the **New Folder** dialog appears with the option to create a new folder.

- 1 Select **Options > Display Thumbnails** from the AutoVue main menu. The **Thumbnails** window appears.

Note You can also click the Display Thumbnails icon  on the AutoVue toolbar.

- 2 Select **Thumbnail > Folder**.
The **Browse for Folder** dialog appears.
- 3 Browse to locate the thumbnails folder that you want to view.
- 4 Click **OK**.
The thumbnails for the selected folder appear in the **Thumbnails** window.
- 5 To close the **Thumbnails** window, select **Thumbnail > Exit Thumbnails** or click the Exit Thumbnails  icon.

Sorting a Thumbnail Folder

- 1 Select **Options > Display Thumbnails** from the AutoVue main menu. The **Thumbnails** window appears.

Note You can also click the Display Thumbnails icon  on the AutoVue toolbar.

- 2 Select **Thumbnail > Folder**.
The **Browse for Folder** dialog appears.
- 3 Browse to locate the thumbnails folder that you want to sort.

- 4 Click **OK**.
The thumbnails for the selected folder appear in the **Thumbnails** window.
- 5 Select **Thumbnail > Sort** and the option that you want to sort by.
Note A checkmark beside the sort option indicates the current sort order.
- 6 To sort the thumbnails in ascending or descending order, select **Thumbnail > Sort Order** then **Ascending** or **Descending**.
- 7 To close the **Thumbnails** window, select **Thumbnail > Exit Thumbnails** or click the Exit Thumbnails  icon.

Viewing a Thumbnail

Files are instantly accessible from the Thumbnails window.

- 1 Select **Options > Display Thumbnails** from the AutoVue main menu.
The **Thumbnails** window appears.
Note You can also click the Display Thumbnails icon  on the AutoVue toolbar.
- 2 Select **Thumbnail > Folder**.
The **Browse for Folder** dialog appears.
- 3 Browse to locate the thumbnails folder that you want to view.
- 4 Click **OK**.
The thumbnails for the selected folder appear in the **Thumbnails** window.
- 5 Select the thumbnail that you want to view.
- 6 Select **Thumbnail > Load File** or click the Load File  icon.
The thumbnail is launched in the AutoVue workspace.
Note You can also launch a thumbnail by double-clicking on the thumbnail.

Updating Thumbnails

You can update all the thumbnails in the current folder or update one or more thumbnails in the current folder.

- 1 Select **Options > Display Thumbnails** from the AutoVue main menu.
The **Thumbnails** window appears.
Note You can also click the Display Thumbnails icon  on the AutoVue toolbar.
- 2 Select **Thumbnail > Folder**.

- The **Browse for Folder** dialog appears.
- 3 Browse to locate the thumbnails folder that you want to view.
 - 4 Click **OK**.
The thumbnails for the selected folder appear in the **Thumbnails** window.
 - 5 Select the thumbnail(s) that you want update.
Note To select more than one thumbnail, press the **Shift** or **Ctrl** key while selecting.
 - 6 Select **Thumbnail > Updated Selected**.
The selected thumbnails are updated in the current folder.
Note To update all thumbnails, select **Thumbnail > Update All** or click the Update All icon  on the Thumbnails toolbar.
 - 7 To close the **Thumbnails** window, select **Thumbnail > Exit Thumbnails** or click the Exit Thumbnails  icon.

Viewing the Properties of a Thumbnail

- 1 Select **Options > Display Thumbnails** from the AutoVue main menu.
The **Thumbnails** window appears.
Note You can also click the Display Thumbnails icon  on the AutoVue toolbar.
- 2 Select **Thumbnail > Folder**.
The **Browse for Folder** dialog appears.
- 3 Browse to locate the thumbnails folder that you want to view.
- 4 Click **OK**.
The thumbnails for the selected folder appear in the **Thumbnails** window.
- 5 Select the thumbnail that you want to view the properties.
- 6 Select **Thumbnail > Properties**.
The **Properties** dialog appears.
- 7 Click **Close**.
- 8 To close the **Thumbnails** window, select **Thumbnail > Exit Thumbnails** or click the Exit Thumbnails  icon.

Converting Thumbnails

- 1 Select **Options > Display Thumbnails** from the AutoVue main menu.
The **Thumbnails** window appears.

Note You can also click the Display Thumbnails icon  on the AutoVue toolbar.

- 2 Select **Thumbnail > Folder**.

The **Browse for Folder** dialog appears.

- 3 Scroll to locate the thumbnails folder that you want to print.

- 4 Click **OK**.

The thumbnails for the selected folder appear in the **Thumbnails** window.

- 5 Select the thumbnail(s) that you want to convert.

Note To select more than one thumbnail, press the **Shift** or **Ctrl** key while selecting.

- 6 Select **Thumbnail > Convert**.

The **Batch Convert** dialog appears.

- 7 Customize the conversion options.

See *Batch Conversion*

- 8 Click **OK**.

- 9 To close the **Thumbnails** window, select **Thumbnail > Exit**

Thumbnails or click the Exit Thumbnails  icon.

Printing Thumbnails

- 1 Select **Options > Display Thumbnails** from the AutoVue main menu.
The **Thumbnails** window appears.

Note You can also click the Display Thumbnails icon  on the AutoVue toolbar.

- 2 Select **Thumbnail > Folder**.

The **Browse for Folder** dialog appears.

- 3 Scroll to locate the thumbnails folder that you want to print.

- 4 Click **OK**.

The thumbnails for the selected folder appear in the **Thumbnails** window.

- 5 Select the thumbnail(s) that you want to print.

Note To select more than one thumbnail, press the **Shift** or **Ctrl** key while selecting.

- 6 Select **Thumbnail > Print**.

The **Print Properties** dialog appears.

- 7 Customize the print properties.

See *Printing*

- 8 Click **OK**.

- 9 To close the **Thumbnails** window, select **Thumbnail > Exit Thumbnails** or click the Exit Thumbnails  icon.

Full Text Extraction

The Full Text Extraction application provides a facility for obtaining all the textual information from a selected file. This may be used by a search engine to provide document indexing services. It eliminates duplicates and enables the search for all type of documents, including CAD.

Using the Full Text Extraction Utility

- 1 Select **File > Tools > Auto Text Extraction** from the AutoVue main menu.
The **Automatic Text Extraction** dialog appears.
Note You can also open the **Auto Text Extraction** dialog by opening the file `Outtext.exe` located in the directory `C:\Program Files\av\avwin`.
- 2 In the **From** text box, enter the path and filename of the file from which the text is to be extracted.
- 3 In the **To** text box, enter the path and filename or click **Browse** to locate the file to which the text is to be copied.
Note File extensions include `.txt` and `.out`. The default is `text.out` located in the `temp` directory. If the file does not exist, the file will be created for you.
- 4 Click **Display Output Contents** if you want to preview the extracted text under **Contents**.
- 5 Click **Extract**.
The path and filename, and the text appears in the **Output Contents**.
- 6 Click **Close** to close the **Automatic Text Extraction** dialog.

CAD Information Extraction

This utility allows users to extract XRef information from a CAD file. This is useful for batch importing AutoCAD, MicroStation and various other types of CAD files into a document management system.

- 1 Select **File > Tools > Auto Text Extraction** from the AutoVue main menu.
The **CAD/Doc Text Extraction** dialog appears.
- 2 In the **From** text box, enter the path and filename of the file from which the text is to be extracted.

- 3 In the **To** text box, enter the path and filename or click **Browse** to locate the file to which the text is to be copied.

Note File extensions include `.txt` and `.out`. The default is `text.out` located in the `temp` directory. If the file does not exist, the file will be created for you.

- 4 Click **Display Output Contents** if you want to preview the extracted text under **Contents**.

- 5 Click **Extract**.

The path and filename, and the text appears in the **Output Contents**.

- 6 Click **Close** to close the **CAD/Doc Text Extraction** dialog.

Note Examples of integrations can be found in the `Integrat` directory of the AutoVue CD.

Package Files

AutoVue can retrieve files stored in Package File Format and then load them in AutoVue. The Package File Format includes the base file, external references and Markups. All the basic Markup capabilities are supported: adding a new Markup for a base file, consolidating multiple Markups into a Markup, modifying an existing Markup and saving it as a new one.

AutoVue provides Package File functionality through a:

- Package File Creation Tool
- Markup Import Tool
- Package File DMAPI Component
- Package File Library

Package File Creation Tool

When a package file is created, the base file's identity is obtained, along with the list of associated files, e.g. Xrefs and Markups. Users have the option to choose which of the associated files to include in the output file.

Note The Package File Creation Tool is only available with Vuelink for Documentum.

Markup Import Tool

Users have the option of choosing which Markup files to import for a package file or whether a file to be imported is to keep its default identity or be imported under another user ID.

Note Markup Import Tool is only available with Vuelink for Documentum.

DMAPI Component

The key component in the package file creation facility is a DMAPI component. This component enables AutoVue to treat package files as DMSes containing one viewable file.

Viewing

Package files are opened in the same way as ordinary files. Users have access to all the external references and Markups bundled with the base file. Users have

the option to modify existing Markups or create new ones to be associated with the package file.

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